

Student Services Manual (SSM)

SSM 304–01: Student Employment Program

Effective: 1/8/1980

Revised: 7/1/2006

Purpose

To provide eligible students with employment opportunities through the university

Source

Financial Aid and Scholarship Services/Student Employment

Policy

The student employment program was established to help students secure part-time, on- and off-campus employment to earn supplementary income and meet educational expenses.

The program is committed to facilitating as many student employment opportunities as possible through the employment categories listed below.

Employment Category	Earnings Allowed	Percent Paid By Employing Unit
Hourly	Unlimited	100
Federal Work-Study Program (on-campus)	Limited—to the amount of the FWSP award	30*

* The Federal Work-Study Program (FWSP) pays up to 70 percent of wages.

Objectives

The objectives of the student employment program are to:

1. provide students with opportunities for earning income in the context of the total financial assistance program
 2. provide students with professional or practical training in their primary field of study
 3. enhance the educational development and growth of students through work-related learning experiences
- and
4. provide the university with a potential work force to perform tasks that do not require full-time or permanent employees.

Cross-References

For information on nondiscrimination, see [SSM 304-03](#), “Nondiscrimination—Equal Employment Opportunity.” For information on hiring policies and procedures, see [SSM 304-05](#), “Student Job Vacancy.” For information on student eligibility, see:

1. [SSM 304-07](#), “Student Employment Eligibility Criteria”
and
2. [SSM 304-08](#), “Employment of Nonimmigrant International Students.”

For information on student responsibilities, see [SSM 304-10](#), “Responsibilities of Participants in Student Employment Programs.” For information on emergency hires, see [SSM 304-13](#), “Emergency Hires.” For information on specific types of student employment, see:

1. [SSM 305-01](#), “On-Campus Student Employee Compensation”
and
2. [SSM 306-01](#), “Federal Work-Study Employment Program.”