

# James Madison College Student Hiring Policy

Posting student positions opens opportunities up to students who might not otherwise know of the great employment opportunities our college provides and gives them experience in applying for open positions in a professional manner. Additionally, this process allows supervisors the possibility to find a more qualified candidate and diversify our applicant pools. Supervisors can still encourage students to apply for their postings, but all applicants need to be considered equally.

## **Student Employment as defined by Michigan State University:**

A student employee is a part-time employee who is an active student at Michigan State University and whose primary purpose for being at the University is the achievement of a degree or certification. For a full list of all student job titles, a brief description of duties, and related pay, go to:

<https://hr.msu.edu/ua/hiring/documents/student-job-descriptions.pdf>

MSU policy strictly restricts student employee work hours to no more than 29 hours per week for all jobs combined on campus (20 for international students), regardless of the number of positions worked and/or graduate assistantships. *For example, if a student works 20 hours Sunday through Wednesday for MSU Stores, that student can only work a maximum of 9 hours Thursday through Saturday for MSU Concessions.* During finals week, semester breaks, and during the summer semester, all students are limited to 40 hours per week.

## **Steps Required to Fill / Request a Student Position:**

James Madison College requires **all** student positions to be posted on Handshake unless an exception to hire outside of a posting is received and approved.

Exceptions to hiring students without a posting will be considered with detailed justification on why the position should not be posted and why the pre-selected student employee meets qualifications that make them uniquely qualified compared to other students. Any previous exception requests will be taken into consideration during the decision process.

- Send undergraduate research assistant posting exception requests to the Associate Dean for Research. Exception requests can be included with the submission of the Research Student Assistant Funding Request Form, Faculty Development Initiative Proposal, or other relevant college-level funding application.
  - This policy does not apply when using grant or other types of funding external to the college for the hiring of research assistant support. When using start-up funds for hiring undergraduate research assistants, the college requires the position to be posted.
  - This policy does not apply to the assignment of undergraduate research assistants from the Honor's College PA program or to the hiring of graduate student assistantships.

Send all other exception requests for non-research student positions to Assistant Dean of Diversity, Equity and Inclusion.

## **Posting a student position:**

Prior to posting a student position, there must be adequate funding available for the position; please see the JMC Finance Office for funding opportunities and inquiries.

Staff/faculty should reach out to the JMC Finance Assistant once ready to post a position. The following information about the position will be needed:

- Job duties to be performed and details on project (if applicable)
- Desired and required skills/qualifications necessary to perform the job
- Whether or not there is a preference in year of student (freshman, sophomore, junior, senior)
- Minimum GPA preferred, if desired
- How long position is expected to last (one semester, full academic year, open-ended up to two years)
- How many hours per week the selected candidate is expected to work
- Required documents (resume, cover letter, writing sample, etc.)

A draft job description will then be emailed for final approval before being posted on Handshake. Once posted, the opportunity will be advertised on social media by the JMC Communications Office. Postings are required to be active on Handshake for a minimum of one week.

#### **Hiring process:**

Faculty/staff have the opportunity to schedule and conduct their own interviews. Interviewing is not required but is highly encouraged to ensure that the most qualified applicant is selected for the position. Faculty/staff should prioritize hiring JMC students, unless the necessary skills cannot be found within the college. Once a candidate has been selected, the JMC Finance Assistant needs to be notified so that new hire paperwork can be completed. **Students are not considered hired, or employees, until the JMC Finance Assistant has sent confirmation that the student may begin work. The student cannot work until they have received authorization to do. Failure to adhere to this policy will be taken into consideration when reviewing any funding request for student hires.** Sometimes in-person meetings are required to complete this paperwork which can delay the employee's start date.

To ensure a fair and transparent hiring process, candidates who have interviewed for a specific job posting are ineligible for other positions currently available or anticipated in the near future. Should they wish to be considered for these other roles, they must submit a new application and participate in the standard selection process. Please note that reinterviewing is not required for these subsequent applications.

Faculty/Staff Supervisors are responsible to ensure the following:

- That your RA/student employee enters their work hours for the pay period when the work is completed and avoid "the banking of hours" that are submitted in other pay periods.
- Accurately track your RA/student employee budget and avoid your RA/student employee working more than your allocated budget (Note: Any overages that exceed the allocated budget will be recouped using other allocated college funding provided in the future).
- Accurately review any hours submitted by your RA/student employee prior to approving them to ensure the work was performed during that pay period and MSU payroll policies have not been violated (you should contact JMC's finance director or finance assistant if there are any questions about student hours before approving them).

**Timeline:**

Recruiting and onboarding a new employee takes time. It is important to plan accordingly as it can take up to four weeks before the selected candidate can begin work. This includes time spent drafting the job posting, one to two weeks of advertising on Handshake, review of applications, interviews, and new hire paperwork.