

## *Texas A&M University-San Antonio*

### **33.99.08.01.01** *Student Employment*

Approved: August 23, 2010

Reviewed: September, 2013

Revised: October, 2015

Next Schedule Review: October, 2020

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## **Procedure Statement**

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This Procedure should be read in conjunction with Texas A&M University System (System) Regulation [33.99.08 Student Employment](#) and Texas A&M University-San Antonio Rule 33.99.08.01 *Student Employment*. This Procedure explains the guidelines set forth for student employment processes.

Texas A&M University-San Antonio (A&M-San Antonio) is an equal opportunity/affirmative action employer committed to provide equal employment opportunity to all persons regardless of race, color, sex, religion, national origin, age, disability, genetic information, veteran status, sexual orientation or gender identity. The purpose of this program is to establish consistent practices that are fair and equitable.

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## **General Requirements**

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To be eligible for student employment, the student must be enrolled in a minimum of 6 credit hours during the current semester except as described in 33.99.08.01 Student Employment, section 1.3. Student employees may not be placed in budgeted positions.

Student employees must be in good academic standing and maintain an academic record acceptable to the department head for the employing department, including a cumulative grade point average of no less than 2.0. Tutors and Graduate Assistants require a cumulative grade point average of no less than 3.0.

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## **Official Procedure**

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1. THE HIRING DEPARTMENT SHALL:
  - 1.1 Notify the Office of Career Services of vacancies including job requirements, wage requirements, and hours of work.
  - 1.2 Ensure students complete the necessary hiring forms. Copies of all hiring forms and the application may be obtained through the Offices of Human Resources (HR) or Career

Services. HR will send the background check form directly to the student. Completed forms should be sent to Human Resources.

1.3 Submit Employee Payroll Action (EPA) forms to HR.

1.4 Notify Career Services when student positions have been filled.

## 2. THE OFFICE OF CAREER SERVICES SHALL:

2.1 Submit notification of the position to students and for the referral of all applications for the position to the hiring department.

2.2 Advise all students to verify Work-Study eligibility before submitting applications with the hiring departments seeking Work-Study positions.

2.3 Receive and publish requests from on campus employers who wish to hire student employees.

2.4 Provide necessary forms for the hiring process for both the student and hiring department.

2.5 Advise hiring departments in the development of job descriptions for student part-time employment positions where permissible.

2.6 Coordinate with HR when necessary to review procedures and hiring practices.

## 3. THE HIRING DEPARTMENT SHALL:

3.1 Screen candidate through an application review and interview process.

3.2 Coordinate with HR to conduct and review the required criminal background check AFTER a conditional offer of employment has been made by the hiring department. The successful completion of a background check must be obtained PRIOR to the student beginning work.

3.3 Prepare and submit to HR an EPA form when the following occurs:

3.3.1 A student employee is hired.

3.3.2 A student employee is promoted or given a pay increase or decrease.

3.3.3 A change is made to job title, department or work unit, account number, or job classification.

3.3.4 A student employee is separated for any reason. (Letters of resignation are

necessary when a student intends to resign from any position of on-campus employment.) Letters of resignation are to be submitted to HR.

- 3.4 Create and maintain (update) job descriptions for student employee positions and submit to Career Services for each requested student employee.
- 3.5 Coordinate with HR ensuring that all student employees comply with mandatory training requirements.
- 3.6 Verify work-study eligibility before hiring at the beginning of each semester.
- 3.7 Supervise the student and provide performance feedback as needed.
- 3.8 Establish a student work schedule and ensure that the job duties, including job training are appropriate for the job code and title used.
- 3.9 Maintain adequate time records of all student employees.

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## **Related Statutes, Policies, or Requirements**

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### [33.99.08 Student Employment](#)

#### 33.99.08.O1 *Student Employment*

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## **Definitions**

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**Student Assistant I** – Student employees holding this job title typically have little or no previous training or work experience and/or have limited skills. The job duties to be performed usually require a minimal amount of training, and such duties are routing in nature and involve little decision making. Student employees holding this job title are generally closely supervised. Wage: \$ 9.00 per hour.

**Student Assistant II** - Student employees holding this job title typically have previous training, experience, or knowledge, sometimes including mechanical ability and/or manual dexterity. Depending upon the job duties assigned, the exercise of limited independent judgment may be required. Wage: \$ 10.00 per hour.

**Student Lab Technician** – Student employees holding this job title typically have some technical knowledge and skill of the job through previous training and experience; work under general supervision; and exercise limited independent judgment. Wage: \$10.00 per hour.

**Tutor I** – Student employees holding this job title have tutoring responsibilities in support of the TAMU-SA academic support program. Student employees in this job title typically have less than

one year of academic support experience and/or subject mastery at the junior level; must have earned no lower than a “A” in the courses to be tutored; must have a faculty/instructor recommendation; and must be in good standing with the university. Wage: \$ 10.00 per hour.

**Tutor II** – Student employees holding this job title have tutoring responsibilities in support of the A&M-San Antonio academic support program. Student employees in this job title typically have more than one year of academic support experience and/or subject mastery at the senior level; must have earned no lower than a “A” in the courses to be tutored; must have a faculty/instructor recommendation; and must be in good standing with the university. Wage: \$ 11.50 per hour.

**Graduate Assistant – Non-Teaching (GANT)** – Graduate Assistants must be enrolled in a graduate program at A&M-San Antonio. They work under the direct supervision of a Division Head, Department Chair/Head, or other designated Faculty member. Continuation in the Graduate Assistant Program is based upon satisfactory performance on the job and meeting student employment eligibility requirements. This non-exempt hourly appointment may be for four and one half (4.5), nine (9) or twelve (12) months. Duties may include, but are not limited to: assisting Faculty with complex clerical and/or administrative assignments such as grading, assisting Faculty with research including library database searches and preparing manuscripts for submission to conferences and journals, and/or assisting the Division with other duties as assigned. Wage: \$ 13.50 per hour.

**Graduate Assistant – Teaching (GAT)** – Graduate Assistants must be enrolled in a graduate program at A&M-San Antonio. They work under the direct supervision of a Division Head, Department Chair/Head, or other designated Faculty member. Continuation in the Graduate Assistant Program is based upon satisfactory performance on the job and meeting student employment eligibility requirements. Students applying for this exempt position must have earned at least eighteen (18) semester hours of graduate credits in the field they will be teaching. The appointment is only for four and one half (4.5) or nine (9) months. The primary responsibility is to teach formally organized university undergraduate level courses. Duties may include, but are not limited to: teaching a minimum of three (3) and a maximum of six (6) semester credit hours, serving as the instructor of record of a formally organized course with the responsibility for assigning final grades, participating in professional development and in-service training, and assisting the Division with other duties as assigned. Wage: see Graduate Catalog or contact Human Resources.

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## Contact Office

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Student Affairs, Office of Career Services (210) 784-1339

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