



# SOUTHWESTERN UNIVERSITY

## **Southwestern University Student Employment Policy FAQ**

### **Who is eligible for student employment at Southwestern University?**

Students must be actively enrolled in at least six credit hours during the current or upcoming academic year and be in good academic standing.

### **Can a student work more than one job on campus?**

Yes, students can hold multiple on-campus jobs. However, their total hours worked across all jobs must not exceed 19 hours per week during the academic year.

### **What is the pay range for student jobs?**

The hourly wage for student roles starts at \$8.00 and may go up to \$20.00 depending on job classification, skills, responsibilities, and experience. Supervisors determine pay based on these criteria within a structured classification system.

### **How should Student Supervisors create a student job description?**

Student Supervisors should begin by reviewing the template job descriptions available for each classification level and category (e.g., Student Associate, Student Coordinator, Skilled Student Associate). Select the template that best aligns with the general responsibilities of the role. From there, supervisors should tailor the content to reflect the specific duties, qualifications, and expectations of the position within their department.

### **Are students eligible to work during school breaks and the summer?**

Yes. During official break periods and summer (if not enrolled in courses), students may work up to 40 hours per week.

### **Are international students eligible for student employment?**

Yes. International students must apply for a Social Security card before starting work and comply with all visa regulations. They may not work beyond the end of their academic program unless authorized through OPT or CPT.

## **What documents are required before a student can begin working?**

Students must complete and submit the I-9 form (with original ID documents), W-4 form, and direct deposit form. Employment cannot begin until all documentation is verified and approved.

## **How are job classifications determined?**

Jobs are classified into four levels (1-4) based on complexity, skill level, and supervision required. Categories include Student Associate, Student Coordinator, and Skilled Student Associate.

## **Who approves new student employee positions and wages?**

Supervisors initiate the process, and the division's Budget Officer (usually a Vice President) must approve all positions.

## **What are a supervisor's responsibilities in the student employment process?**

Supervisors are responsible for job postings, recruitment, onboarding, training, performance evaluation, time approval, and ensuring compliance with policies and hour limits.

## **What is the deadline for submitting student timesheets?**

Students must submit their timesheets by Monday at 10:00 AM following the end of each biweekly pay period. Supervisors must approve time by Monday at 10:00 PM.

## **Can students be scheduled to work during class time?**

No. Student employees may not be scheduled to work during class periods. Supervisors are responsible for verifying class schedules to avoid conflicts.

## **Are student employees considered at-will employees?**

Yes. Student employment at SU is at-will and may be ended at any time for lawful reasons such as misconduct, performance issues, or loss of eligibility.

## **What should a supervisor do if a student leaves a job early?**

The supervisor must notify Payroll as soon as possible so the position can be properly closed.

## **Who should be contacted for questions about job postings or hiring?**

The Center for Career & Professional Development manages job postings and can support with recruitment and supervisor training.

## **Who oversees compliance with employment policies and payroll issues?**

Human Resources ensures policy and legal compliance. Payroll manages hiring documents, timekeeping systems, and pay processing.

## **Are students eligible for merit raises?**

Yes. Supervisors may recommend an annual merit raise of \$0.25–\$0.50 per hour for continued service in the same role.

## **Can graduating seniors work after their final semester?**

Yes, May graduates may continue working for up to 12 weeks during the summer following graduation, unless they are F-1 visa holders without employment authorization.