

Undergraduate Student Employment On Campus

Authority This Guide Memo was approved by the Vice Provost for Student Affairs.

Summary This Guide Memo outlines policies and procedures for employment of Stanford undergraduate students on campus. For employment of graduate students in research and teaching assistantships, see Guide Memo 24.2. Section headings for this memo are:

1. LISTING STUDENT JOBS
2. SCHEDULE OF JOB CATEGORIES
3. HIRING, PAYING AND SUPERVISING STUDENTS

1. LISTING STUDENT JOBS

- a. **Job Listing Services** – Stanford departments wishing to hire undergraduate students as part-time workers may use the Cardinal Careers system administered by the Career Development Center (CDC) to list their job openings. Departments should log onto <http://cardinalcareers.stanford.edu/employers/> to post a job. Departments may also use their own means of locating student employees.
- b. **Hours Per Week** – Many students on financial aid have an academic-year earnings expectation as part of their financial aid package. Most students will be able to meet the earnings expectation if they work seven to ten hours per week. Students are encouraged to limit their hours of work, so that they may devote sufficient attention to their studies. Therefore, the jobs listed for undergraduates should not require more than 15 hours per week of work.
- c. **Non-Discrimination** – Non-discrimination policies applicable to regular staff, as stated in Guide Memo 22.1, section 2.a, also apply to student employees.

2. SCHEDULE OF JOB CATEGORIES

The following schedule is used for most jobs on campus. Starting salaries in these categories are based on the requirements of the job and the applicable experience of the student. Although raises are normally scheduled after three quarters of work, an employee may be advanced within the proficiency range any time it is deemed appropriate by the employer. Range within levels is available to allow employers' flexibility in setting student wage rates as job requirements and student performance vary widely.

- a. **Level I** – The work at this level requires that employees perform tasks characterized by a prescribed standard. Duties typically are repetitive and workers follow simple instructions that require little interpretation or skill. The supervisor determines work priorities and reviews work for accuracy. Typical kinds of work at this level include:
 - Office work requiring minimum skills, such as file clerk, messenger, receptionist
 - Light manual labor such as animal caretaker, driver, tour guide
 - Rudimentary laboratory work such as glassware washer
 - Food service work in the residences
 - Library work such as shelving, checking in materials, completing forms, photocopying, preparing materials for binding
- b. **Level II** – At this level, employees have independent responsibility for the accurate completion of a variety of tasks requiring judgment and interpretation in applying procedures correctly. The supervisor generally reviews the work for correct final results. Typical kinds of work at this level include:

- Office work requiring basic accounting, knowledge of office machines
 - Strenuous labor such as gardener or storekeeper
 - Technical work requiring specialized skills such as photographer, projectionist
 - Laboratory work requiring a moderate level of scientific knowledge
 - Library work such as answering information questions, basic use of claims and invoices, non-routine clerical duties
- c. **Level III** – At this level, employees have substantial responsibility for determining work procedures and methods of work and for coordinating phases of work with others. Originality, analysis, and judgment are required to carry out work. The supervisor reviews work when guidance is required. Typical kinds of work include:
- Computer programmer
 - Administrative assistant
 - Musician, artist
 - Job recruiter
 - Library work that requires extensive use of foreign languages, having responsibility for a branch library or similar unit for long periods of time without supervision, very specialized bibliographic searching including in-depth use of RLIN

3. HIRING, PAYING AND SUPERVISING STUDENTS

- a. **Hiring** – The supervisor notifies the human resources administrator to do the appropriate system entry.
- b. **Paying** – The suggested hourly wage scale for undergraduate student workers is available online at <http://financialaid.stanford.edu/wagescale.html>. Departments must pay student workers from their own payroll accounts, except for students who qualify for Federal Work-Study (FWS). Departments wishing to hire Federal Work-Study students should submit the FWS Authorization Request form, available online at <http://www.stanford.edu/dept/finaid/current/fws.html>. More information about the FWS program is available at <http://www.stanford.edu/dept/finaid/staff/ugadmin.html>.
- c. **Supervision** – One person should be named as the student's immediate supervisor and should be directly accountable for overseeing the student's work and ensuring the hours worked are entered into and approved in Kronos.
- d. **Work Schedules** – A student is expected to work the agreed hours, be punctual and satisfy all reasonable requirements of the employer with regard to performance and behavior. Most on-campus employers build in some flexibility in hours given students' exam schedules, but that is not always possible and students are expected to carry through if they have agreed to be at work.