

# HOW TO REQUEST A STUDENT WORKER

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*A Supervisor's guide on what you need to know  
about hiring a student worker and its process*

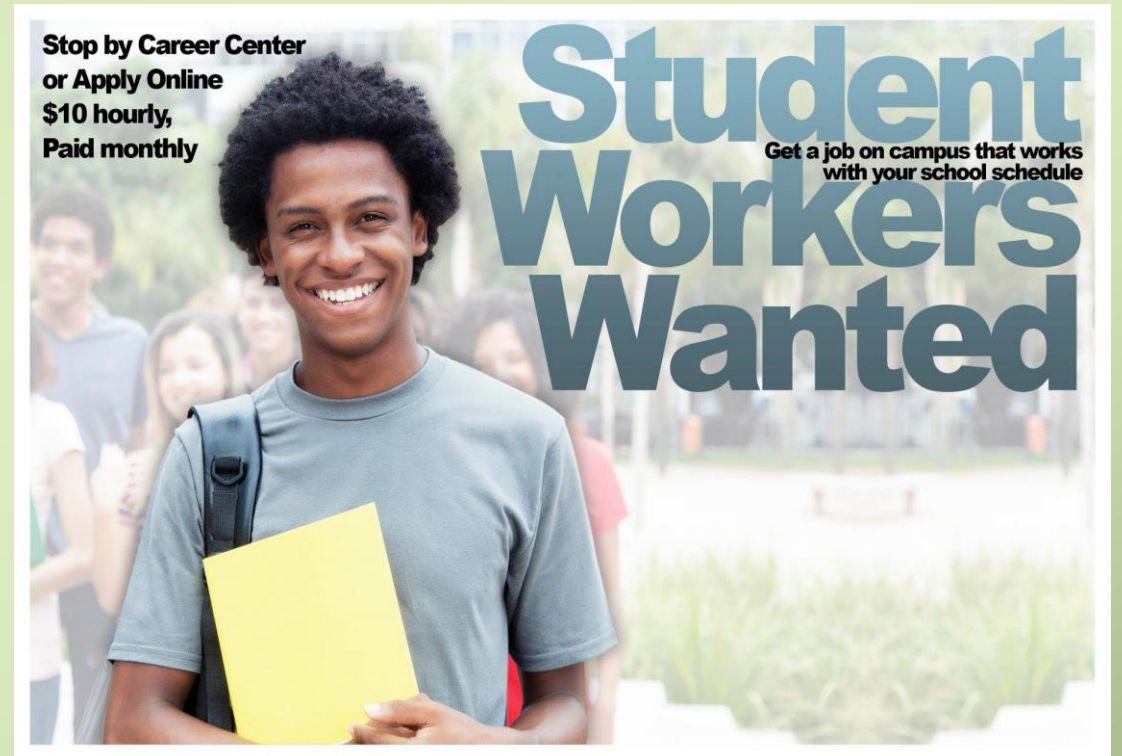
# Topics to Be Covered

- What is a Student Worker
- Student Worker Requirements
- How to Request A Student Worker
- Student Worker Process
- Supervisor Expectations
- Student Worker Expectations
- Summary
- FAQ's



# WHAT IS A STUDENT WORKER

- Brazosport College defines a **Student Worker** as a part-time employee whose eligibility for employment occurs while pursuing a degree or certificate at Brazosport College.
- Considered at-will, non-benefits eligible, and temporary.
- Their eligibility corresponds with the academic year and their ability to continually meet student worker requirements



*We help students gain real-world work experience which makes our student employees valuable assets for us here at Brazosport College.*



# STUDENT WORKER REQUIREMENTS

- Must be **at least 16 years of age**
- Complete **FAFSA application** and **Financial Aid forms** (Current Year)
- Complete **Student Worker Application** (Current Year)
- Candidates are required to maintain a **G.P.A. of 2.0 or higher**
- Must be enrolled in:
  - **6 credit hours** in the Fall/Spring semester
  - **3 credit hours** in the Summer semester at the time of employment

**NOW HIRING Student Workers**

**APPLY ONLINE**  
[www.brazosport.edu/career](http://www.brazosport.edu/career)

**\$10/hour**  
part-time only, paid monthly

**To apply, you must:**

- Be enrolled in current semester\*
- Have a GPA 2.0 or better
- Complete FAFSA ([www.fafsa.gov](http://www.fafsa.gov))
- Complete Financial Aid forms
- Be at least 16 years old

**Contact the Career Center:**  
BC Central (E.120)  
979.230.3646  
[careercenter@brazosport.edu](mailto:careercenter@brazosport.edu)

\*must be enrolled in 3 credit hours minimum for summer work and 6 credit hours minimum for fall/spring work.

**Brazosport College**  
The College of Choice®

# REQUESTING A STUDENT WORKER

Brazosport.edu > 'Become A Gator' > 'Career & Guidance Center' >

'Resources' > Faculty/Staff Requesting a Student Worker form

<https://form.jotform.com/GatorCareer/student-worker-request-form>

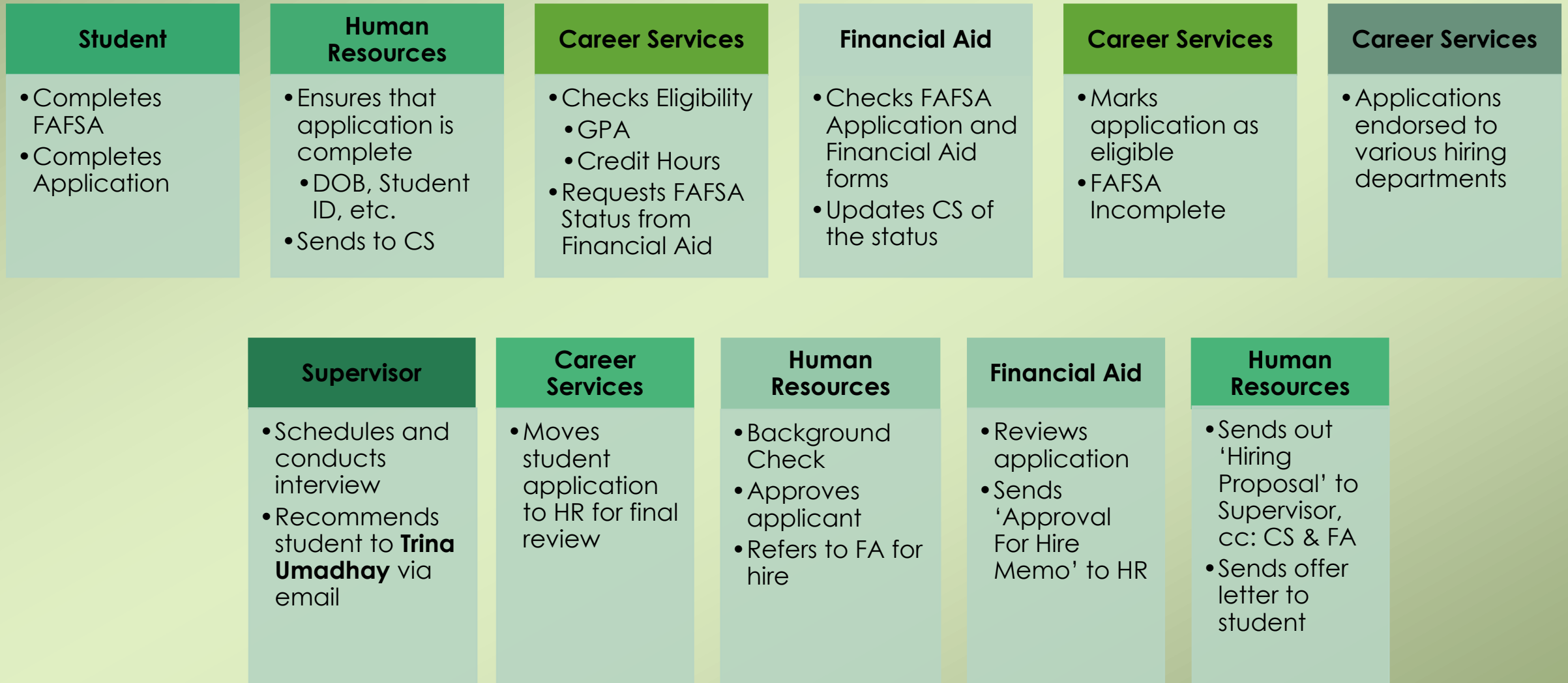
If you have any questions regarding students' eligibility for student worker employment, please contact:

Daniel Yarritu at [Daniel.Yarritu@brazosport.edu](mailto:Daniel.Yarritu@brazosport.edu) or extension -3441

The image shows a screenshot of a web-based form titled "Student Worker Request Form" from Brazosport College. The form is designed for faculty or staff to request a student worker. It includes several sections with input fields and dropdown menus:

- Request Date (Today's Date):** A date picker field.
- Person making the request:** Fields for First Name, Last Name, and Title/Position.
- Supervisor Name:** Fields for First Name and Last Name.
- Supervisor email:** A text field with a placeholder email address.
- Supervisor Phone Number:** A text field with a placeholder phone number.
- Department:** A dropdown menu.
- Office/Room #:** A text field.
- Student Worker Job Title/Position:** A text field.
- Number of open positions:** A text field.
- Semester Requested:** A dropdown menu with "Please Select" as the current selection.
- Additional Job Description/ Skills needed:** A large text area for providing details about the job.
- Hours Student Needed:** A text field with a placeholder "Ex: 10pm-1pm".
- Hours needed per week (10 hours MAX):** A text field.
- Prefer students majoring in:** A text field.
- Specific Student Request, if applicable:** Fields for First Name and Last Name.
- Signature:** A "Sign Here" area with a signature line and a "Click" button.
- Submit:** A green button at the bottom right.

# STUDENT WORKER PROCESS



# Supervisor Expectations & Guided Reflection

- **Ongoing conversations between supervisors and students are encouraged!**
- Develop professional relationships.
- Engage in conversation about the work students are doing and how it impacts the office/department.
- Discuss how the work contributes to the students' transferable skills that they will use in their future careers.
- Provide positive feedback and constructive criticism.
- Provide clear expectations regarding office/department etiquette, culture, appropriate dress, hours requirements, etc.
- Goal setting.

# Student Worker Expectations

- Fulfill the duties and responsibilities of the job description
- Maintain professional behavior and representation of the college
- Maintain appropriate confidentiality and avoid conflict of interests
- Work a consistent, reliable schedule
- Dress in a manner appropriate for the work environment
- Comply with department rules and policies
- Comply with all aspects of the Student Code of Conduct
- Must not schedule work hours over class time



# FRIENDLY REMINDERS

- **STUDENTS CAN**

- work a maximum of 19 hours per week during the academic term
  - work a maximum of 19 hours per week during the academic break
  - not be scheduled to work during scheduled class time
- 
- Students are not allowed to “volunteer” in the capacity that they would be paid
  - Supervisors are encouraged to take peak academic periods (i.e. mid-term, finals etc.) into consideration when scheduling student work hours

## **Additional reminder:**

***Students are eligible to work during intersession only if they are enrolled in classes for the next semester as well as meeting all the student worker requirements.***

# FAQ'S

## **Will you set up interviews, or do I?**

Contacting applicants and arranging interviews is up to the hiring department. This is the best way to ensure interviews are scheduled at a time most convenient for the student and Supervisor. But it should be within 3 days from receipt of application/s.

## **Can I hire more than one student for each position?**

Yes! Student employment is budget based.

## **If I have a student in mind for a position, can I hire them directly?**

Yes! However, the student worker applicant will still need to follow the process of applying and meeting eligibility requirements.

## **How many hours can a student work per week?**

Students can work a maximum of 19 hours per week during the academic term.

# Questions for you

- Do you allow your more senior student workers to train newer student workers?
- What were your biggest training successes? And biggest flops?
- How do you train your students on highly technical processes?
- How do you thank your student workers?
- How did you successfully engage your unmotivated student worker?
- How do you keep them busy all the time?
- What are some of your biggest supervising challenges?

# DEPARTMENT CONTACTS

## CAREER SERVICES

- Assist departments and students with on and off campus employment opportunities
- Assists students with resume development, interviewing skills, career planning, and career counseling

**Trina Umadhay; [Trina.Umadhay@brazosport.edu](mailto:Trina.Umadhay@brazosport.edu) / 979-230-3317**  
**PT Senior AOA - Job Placement, Counseling and Testing**

**LaTanya Graham; [LaTanya.Graham@brazosport.edu](mailto:LaTanya.Graham@brazosport.edu) / 979-230-3429**  
**Career Services Advisor/Academic Advisor**

## HUMAN RESOURCES

- Handles all student hiring paperwork and in-processing
- Handles terminations when student/supervisor terminates employment

**Amber Amason; [Amber.Amason@brazosport.edu](mailto:Amber.Amason@brazosport.edu) / 979-230-3304**  
**Business Services Specialist, Payroll, Human Resources**

**Rebecca Harper; [Rebecca.Harper@brazosport.edu](mailto:Rebecca.Harper@brazosport.edu) / 979-230-3175**  
**Human Resources, Onboarding**

## FINANCIAL AID

- Reviews and awards students for Financial Aid
- Determines students' eligibility for student worker employment

**Daniel Yarritu; [Daniel.Yarritu@brazosport.edu](mailto:Daniel.Yarritu@brazosport.edu) / 979-230-3441**  
**Director, Financial Aid and Scholarships**

**Lauri Jensen; [Lauri.Jensen@brazosport.edu](mailto:Lauri.Jensen@brazosport.edu) / 979-230-3447**  
**Coordinator, Financial Aid and Scholarships**



Thank You  
For Attending!

**TEAMWORK  
MAKES THE  
DREAM  
WORK**