



On-campus student employment is designed to provide both financial assistance and work experience to Brazosport College students. Students who meet eligibility guidelines may apply for a variety of on-campus student employment opportunities. **Trina Umadhay, PT Senior AOA – Job Placement**, assists hiring managers and students with student employment and federal work study processes, procedures, systems, and records relating to on-campus student employment.

## HOW TO REQUEST A STUDENT WORKER REFERENCE GUIDE

<b>STEP 1</b>	Complete the Student Worker Request Form using the link – <a href="https://form.jotform.com/GatorCareer/student-worker-request-form">https://form.jotform.com/GatorCareer/student-worker-request-form</a>
<b>STEP 2</b>	Career Services (CS) checks the eligibility requirements and coordinates departments' student worker requests with the pool of eligible applicants.
<b>STEP 3</b>	Hiring Supervisor (HS) contacts the student worker applicant/s to set interview/s within 3 days from receipt of application/s.
<b>STEP 4</b>	HS schedules the interview/s with the applicant/s and update CS about the date and time.
<b>STEP 5</b>	HS sends e-mail to CS once interview is completed to inform if department is moving forward and recommending the applicant/s for hire. Then, CS moves the application to HR for final review.
<b>STEP 6</b>	Take note that student workers may work no more than 19 hours per week during regular semesters. In the interim between semesters, the hours may be increased to 25 hours per week with the president's approval.

<b>STEP 7</b>	After review, HR move application/s to FA for Hire. Financial aid completes the final review and sends the “Approval for Hire Memo” to HR.
<b>STEP 8</b>	HR sends out the memo or “Hiring Proposal” to the departments’ Supervisor. Including in the loop are Career Services, Financial Aid, and Human Resources. HR sends the offer letter to the applicant/s with the instructions for completing the required payroll paperwork.

## **THINGS TO REMEMBER**

- ❖ Student workers cannot begin to work until a **Hiring Proposal** has been emailed to the Department Supervisor from the Human Resources Department and HR requirements are complied with.
- ❖ Student workers are required to complete **Student Worker application** at [www.brazosport.edu/career](http://www.brazosport.edu/career) and **FAFSA (Free Application for Federal Student Aid)** file for the current academic year.
- ❖ Maintain a **G.P.A. of 2.0 or higher** and must be enrolled for at least **6 credit hours** in the **Spring/Fall** semester and at least **3 credit hours** in the **Summer** semester at the time of employment and through the official reporting day of the semester.
- ❖ **Note:** All student employees are terminated at the end of each semester **unless**, they are registered for the following semester in which they can work during the Intersession. Eligible students must then be rehired with a new application of each fiscal year.

**Please do not hesitate to call Career Services for additional information or clarification at extension 3317**