Student Employment Initiatives

Scholarships & Financial Aid
Student Employment Office
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October 22, 2019
Today we will review & discuss

- Updates to the student employment enhancements regarding student research assistants
- Student title code reminders
- Working during scheduled class time
- Using federal contract funds to pay wages
- Past-due trainings
STUDENT EMPLOYMENT ENHANCEMENTS

EXCEPTIONS FOR STUDENT RESEARCH ASSISTANTS

JOB PROFILE U7678

The Student Research Assistant position should be used ONLY for student worker positions where at least 60% of the duties are research related.
Advertising Positions

• Due to the unique nature of these positions, Student Research Assistant positions will be promoted through a generic posting on Jobs for Aggies that discusses the opportunities for students on campus, and how they can seek out research positions.

• Positions will be advertised via the First Year Experience, and the Research Opportunities Database through LAUNCH.

• Individual positions can be posted on Jobs for Aggies, but it is not required.
Position Descriptions

• It is a best practice for faculty supervising Student Research Assistants to provide written or verbal guidelines and expectations for students in these positions.

• There is a sample on Jobs for Aggies to use at the supervisor’s discretion.

• It is not required to maintain a position description in Workday, but supervisors may do so, if preferred.
Performance Reviews

• Supervisors are encouraged to provide student performance feedback and facilitate conversations and any written information regarding marketable skills and learning outcomes the student will obtain from working in a research position.

• The frequency and method of providing feedback is at the supervisor’s discretion.
Student Title Code Reminders

PLEASE ONLY USE THOSE TITLE CODES RECOGNIZED BY TEXAS A&M UNIVERSITY WHEN HIRING STUDENTS IN WORKDAY

AND USE THE CORRECT WORK STUDY TITLE CODE FROM CERTIFICATE
Texas A&M University Student Title Codes

*Work Study Title Codes:

- Federal College Work Study – Student
- State of Texas College Work Study – Student

*Student Worker Title Codes:

- Student Assistant
- Student Coordinator
- Student Technician
- Student Intern
- Student Research Assistant
- Non-Affiliated Student Worker

*not inclusive as title codes are for specific programs and not for campus wide use. See JobsforAggies.tamu.edu for more info
Work Study Students Prohibited from Working During Scheduled Class Time

Best Practice for all student workers, but a federal regulation for those utilizing federal work study funds

Exceptions permitted
• Individual class is cancelled
• Instructor has excused a student for a particular day
• Receiving credit for employment in internship, externship or community work study experience

Exceptions must be documented and kept on file for three years
• course syllabus
• written memo
• email from instructor
Utilization of federal funds to pay nonfederal share of work study wages

- Hiring department’s share of federal work study wage is 25%
- Funds from programs sponsored by federal agencies may be used if the federal agency program has the authority to pay student wages
- Hiring department’s responsibility to contact appropriate federal agency to see if program has the authority
Past-due Trainings

Encourage timely completion of System Wide mandated trainings both at hire and designated time intervals

Appropriately terminating employees will alleviate student workers pulling into report
For important announcements regarding student employment:

Join our on campus supervisor list serve by visiting our website:
https://jobsforaggies.tamu.edu/Employers/listservs

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