

**WORK ASSIGNMENTS AND DUTIES TO BE PERFORMED BY  
UNDERGRADUATE STUDENT WORKERS**

**Background:**

Shawnee State University has traditionally provided opportunities for some undergraduate students to obtain work experience. This experience benefits the student in a variety of ways including providing practical on-the-job experience, building resume accomplishments, and enabling the student to earn money for educational and other expenses. It is also an enabler to the student retention goals of the university. In addition, the University values the student workers' contributions and endeavors to place the students in appropriate settings to further the total experience as an undergraduate student.

Graduate students may also have opportunities to work at the University. However, the work they do and the experience they obtain may be different than undergraduate students, so the Human Resources Department should be consulted in advance regarding the types of work and duties of grad-student workers. Resident Assistants have many diverse responsibilities as defined in their contract. However, these guidelines would apply in the actual performance of the student employment component of the role.

**General Guidelines for Work Assignments and Duties:**

These guidelines are intended to assist University employees provide a quality experience for the student workers:

1. Student workers shall be assigned to a specific worksite, or multiple worksites, and will be advised as to the name(s) of the persons from whom they should receive direction at the worksite(s).
2. One or more University employees at each worksite will orient the student worker and provide direction and information about the responsibilities of the student worker.
3. Student workers should be provided contact name(s) and number(s) that the students should call in the event the student workers cannot come to work or will be late.
4. Undergraduate student workers may generally assist University employees with any responsibilities, but care should be taken to assign an appropriate level of responsibility to ensure a safe and productive experience. If in doubt, the Human Resources Department should be contacted.
5. Before the student worker begins work, the University manager responsible for hiring the student worker will ensure that all appropriate paperwork is completed including any necessary forms required by the Human Resources Department. Additional requirements for certain types of student workers may apply, and a complete set of "Guidelines for Student Employment" may be obtained from Human Resources.
6. The responsible University manager shall consult with the site supervisor(s) and ensure that at least one evaluation takes place during the first semester of work and periodically thereafter as appropriate to provide feedback to the student worker regarding performance.