

# Shawnee State University

## Job Categories for Students & Graduates

### Student Employment

Student employment is an opportunity for 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.

- Student employees will support university operations in one of the following positions:

Accounting and Finance Assistant  
 Athletics/Game Assistant  
 Communications Assistant  
 Computer Technology Assistant  
 Custodial Assistant  
 Laboratory Assistant  
 Library Assistant

Mail Services Assistant  
 Natatorium/Fitness Assistant  
 Note taker  
 Office Assistant  
 Print Shop Assistant  
 Setup Crew Assistant  
 Student Affairs Assistant  
 Tutor

Job description templates for each position can be found [here](#).

- Student employees may work up to 20 hours per week. Under special circumstances, and with approval from Human Resources, a student may occasionally work up to 30 hours per week during the academic year. Students may work up to 30 hours per week during breaks and summer. In no case shall the hours worked exceed 125 hours per month, or 1500 hours over the appointment year.
- Students are paid through university funds allocated by a department/area, or from federal funds as part of their financial aid package (referred to as Federal College Work Study). Federal College Work Study will be granted for a maximum of 10 hours per week for a total of 32 weeks.
- Student employees are only eligible for benefits mandated by law and will be paid the current minimum wage amount of \$8.70 per hour. Student employees paid through university funds will be paid in accordance with the following structure:

Pay Level	Pay Amount	Requirements
Level 1	\$8.80	Student has less than one year of education or previous work experience at SSU.
Level 2	\$9.00	Student has 1–2 years previous experience and/or certain levels of education (or specific coursework) at SSU with demonstrated knowledge, skills and abilities (KSAs).
Level 3	\$9.25	Student has more than 2 years of experience at SSU; junior, senior or graduate student status; specific coursework completed; and/or specific demonstrated knowledge, skills and abilities (KSAs).

- Exceptions to the above pay scale can be requested when work assignments require advanced or special knowledge, skills or abilities: technical or research skills may be required; prior relevant courses and/or work experiences; some independent judgement or initiative; may serve as a leader or trainer.
- Exceptions can be requested by submitting a job description and explanation of the requested pay rate. (pay range \$10.00 - \$12.00) HR will evaluate to ensure it is a student position and not a professional position.

[Click here](#) for more detailed operational guidelines regarding student employment.

## **Resident Assistant**

Resident Advisors are required to live in an assigned residence hall to keep the University informed of activities, problems, and needs of the residents and the community.

- In addition to university housing, Resident Advisors are paid an annual stipend to provide 6 hours of service each week. Resident Advisors will be assigned duties within the Enrollment Management & Student Affairs division to account for the 6 hours of service.
- Resident Advisors are authorized to have intermittent appointments (i.e. Orientation Leader) throughout the appointment year, but are not permitted to serve in ongoing student employment positions.
- In no case will Resident Advisors work more than 125 hours per month, or 1500 hours over the appointment year.
- Resident Advisors are only eligible for benefits mandated by law.

## **Internship**

An internship is a short-term work experience in a professional environment where the emphasis is on learning. It is a chance for students to be immersed in the world of work under the guidance of a mentor (employer) and faculty advisor or Workforce Development designee who will create a real-world classroom for the student.

Quality internships allow students to learn more about their fields of interest through observation and direct participation in a job setting. Internships also assist students in establishing future employment connections, allow students to contribute substantial projects that will build on the skills learned in the classroom, and provide employers with trained, well-rounded students who will be excellent candidates for future full-time employees.

Academic credit hours can also be gained from internships with most degrees. Other degrees can acknowledge internships as a notation on the student's transcript. If a student is earning academic credit for the internship, his/her internship must be supervised by a faculty advisor; if a student is not earning academic credit for the internship, his/her internship must be advised by a Workforce Development designee.

Appropriate paperwork for both types can be found in the [Internship Guide](#).

## **Graduate Assistant**

A Graduate Assistant is a person who serves in a support role (assistantship) at a university, while completing post-graduate education. The individual typically assists professors with instructional responsibilities as classroom assistants or with academic research responsibilities as research assistants, or is employed by other university departments in an entry-level capacity. Graduate Assistants will be classified as one of the following:

- **Graduate Assistant (Teaching):** teaching activities may include, but are not limited to, providing or coordinating classroom instruction, including lab or discussion sessions; tutoring students; grading tests and assignments; developing instructional materials; providing artistic instruction; accompanying/coaching musical or vocal performances; and proctoring exams.
- **Graduate Assistant (Research):** research activities may include, but are not limited to, the following examples of applying and mastering research concepts, practices, or methods of scholarship: conducting experiments; organizing or analyzing data; presenting

findings; collaborating with others in preparing publications; and conducting institutional research for an academic or administrative unit.

- **Graduate Assistant:** operational duties comparable to non-student employees in areas such as, business and financial operations; computer, engineering, and science; community service, legal, arts, and media; library and non-postsecondary teaching; or healthcare practitioners and technical operations. Skilled crafts/trades, service maintenance, office/clerical support are excluded.
- Graduate Assistants are expected to work 20 hours per week, but in no case will exceed 125 hours per month, or 1500 hours over the appointment year.
- Graduate Assistants are only eligible for benefits mandated by law and will be paid an hourly rate of \$12.50 per hour.

## **Fellowship**

A Fellowship is an entry level position intended to provide high potential Shawnee State graduates (or individuals with knowledge about Shawnee State) with professional development and initial work experiences.

Fellowship positions are designed to support a range of activities within select departments including: research to advance work on a particular issue or project, developing a new community-based organization or initiative, training and reflection to support the fellow's growth, and opportunities to further explore a particular field of work.

These positions must be approved by the President (or designee) and will be filled under the following conditions:

- Fellow candidates must have a Bachelor's degree (in any field), and one year of Shawnee State student employment experience with good references from supervisor(s), or one year of outside work experience related to fellowship duties. Preference will be given to Shawnee State graduates and/or individuals with knowledge about Shawnee State.
- Fellows will serve a term appointment up to two (2) years with a work schedule of 40 hours per week.
- Fellows will be awarded a salary up to \$30,000 per year. Compensation will be disbursed through the HR/Payroll office in accordance with University pay policy and practices. Each Fellowship position will be assessed to determine the exemption status under the Fair Labor Standards Act (FLSA). Positions deemed non-exempt will be paid overtime (one and a half times the regular hourly rate) for any hours over 40 in a workweek.
- Fellows will be awarded the following benefits:
  - Health coverage offered to all full-time employees.
  - 120 hours of sick leave to be applied upon hire and annually thereafter. Sick leave shall not be carried over from year to year, or paid out at the time of separation.
  - 2 weeks of vacation leave to be applied upon hire and annually thereafter. Vacation leave shall not be carried over from year to year, or paid out at the time of separation.