OVERVIEW

Students of Hartnell Community College may be employed to assist in the delivery of services. Student employment is to be a learning experience for the student and appropriate training and supervision is to be provided.

DEFINITION

Student Workers are defined as … “Full-time students employed part time, and part-time students employed part time in any college work-study program, or in a work experience education program conducted by a community college district and which is financed by state or federal funds…” (Education Code §88003)

EMPLOYMENT CRITERIA

Employment Eligibility

To be eligible for student employment, the student must:

• Be a currently enrolled Hartnell student
  (for employment between semesters, the student must have been an eligible student employee during the previous semester)
• Maintain the following minimum units of credit* during the semester employed:
  Fall & Spring Semester: 12 semester units
  Summer Semester: 4 semester units
  * students employed through federal or state work-study or work experience education program are not subject to the above requirement to be a full-time student.
• Maintain a cumulative 2.0 GPA at Hartnell

Length of Service

Eligible students:

• May not be employed for more than 2 years in a particular assignment.

Workdays and Hours

Eligible students:

• May work up to a maximum of 20 hours per week. (exclusive of hours served as a Note-taker)
• May not work in excess of eight hours per day.
Classification

Student Employees are employed at the following four levels:

**STUDENT WORKER I**

Defining Characteristics:
- No experience or education requirement.
- Work under direct supervision.
- Perform entry-level manual and clerical tasks that require simple demonstration.
- Tasks are simple, routine and repetitive.
- Limited expectation to develop higher skill sets for the job.
- Limited use of independent judgment and creativity.
- (e.g. typists, office assistants, receptionist, grounds helper)

Typical Assignments:
- Grounds Helper
- Office Assistant
- Receptionist
- Typist
- Food Service I

**STUDENT WORKER II**

Defining Characteristics:
- Experience and/or education in an area related to work assigned are required.
- Works under general supervision.
- Tasks performed require taking some responsibility.
- Tasks may vary in degree of complexity and supervision.
- Tasks performed require some degree of independent judgment and/or decision making.

Typical Assignments:
- AV Equipment Delivery
- Cashier
- Food Service II
- Note-taker
- Parking Enforcement
- Ticket Sales

**STUDENT WORKER III**

Defining Characteristics:
- Requires moderate degree of subject knowledge and/or experience in the area assigned.
- Works under limited supervision
- Tasks performed require a moderate degree of creativity and/or taking increased responsibility.
- Tasks may vary in degree of complexity and supervision.
- Tasks performed require a moderate degree of independent judgment and/or decision making.
- Possesses technical skills/proficiency necessary to work largely independently
- Must be able to apply rules and regulations with some guidance.

Typical Assignments:
- Instructional Aide (with Instructor present)
- Lead Parking Enforcement II
- Computer Repair Trainee
- Library/Media Technology Assistant I
- Media Equipment Assistant (runs sound checks, trains faculty/staff on equipment, sets up computers for presentations)
- Tutor

**STUDENT WORKER IV**

Defining Characteristics:
- Requires a high degree of detailed subject knowledge and/or experience in area assigned.
- Works under little or no supervision.
- Tasks performed require a high degree of creativity, independence, and responsibility.
- Must possess the skills and demonstrate a high level of proficiency necessary to perform highly complex tasks.
- Must possess analytical reasoning and strong problem solving and communication/interpersonal skills.

Typical Assignments:
- Computer Repair
- Desktop Support
- Library/Media Technology Assistant II
- Supplemental Instruction Leaders
Pay Rate

- Student employees are initially placed at Step A of the appropriate level.
- Hiring Managers may appeal for initial placement above Step A for exceptional qualifications by submitting written justification to the Associate Vice President of Human Resources.
- Students may, at the discretion of Management, advance to the next step upon successful completion of one semester of work in the same assignment.

Resources:

- ‘Student Worker Employment Notice’ (HR-06) is available at: R:\Human Resources\Employment Forms and Procedures\EMPLOYMENT NOTICES
- Student Worker Hourly Rates are available on the web at http://www.hartnell.edu/hr/forms.html