STUDENT EMPLOYMENT
Hiring Process

As part of the continued efforts to improve efficiency and effectiveness, the university is looking at how student wages and scholarship funds are utilized. In addition to providing assistance to departments, student employment can be used to support recruiting and retaining students and help reduce student debt.

So that all students will be aware of available student employment, the university will post student positions on the UTM webpage. Students will apply for jobs online and placement will be handled through the Financial Aid Office. Jennifer Hayes, responsible for student employment, will work with departments to place students. Departments will continue to make the decision about who to hire but Jennifer Hayes will coordinate the process. In addition, policies and procedures governing on-campus student employment will be posted on the Student Employment web page. Pay levels will be established with pay ranges and positions for each level.

ACTION PLAN

The university is currently testing the process with the Office of Campus Recreation since it utilizes a large amount of student employees in its operation. Once any problems identified by Campus Recreation are resolved, the Physical Plant will begin testing the process as they, too, employee a lot of student employees.

A PerfectForms template for posting jobs will be developed by June 1, 2014 so that departments can simply select options for the job description to post. Training sessions for departmental specialists will be held in June. All positions should be posted by August 1, 2014.