

These procedures shall serve as a tool for supervisors when hiring student employees and non-affiliated student employees in the Division of Research. They do not apply to the hiring and employment of graduate assistants. These procedures are intended to supplement [University Rule 33.99.08.M1](#), *Student Employment* and University [Standard Administrative Procedure 33.99.08.M1.03](#), *Procedure for Hiring Student Employees*.

### **Student Employees by Definition**

- *Student Employee*: a student who is enrolled at Texas A&M University.
- *Non-Affiliated Student Employee*: a student who is enrolled in an institution other than Texas A&M University (e.g. high school, Blinn, or other college or university).
- *Work Study Student*: a student who is awarded Federal or Texas College Work Study funding through Scholarships and Financial Aid.

### **Posting Student Employee Positions (Optional)**

The supervisor may post the student employee position on the Jobs for Aggies website. Posting for at least 48 hours is recommended. Helpful information for supervisors can be found on the [Jobs for Aggies](#) website.

### **The Hiring Process**

Supervisors should follow the “Preparing to hire a Student Employee” steps on the [Student Employee Hiring Checklist](#).

During the interview process, ask the applicant if they will be working for another System department. If so, explain to them that their total hours (between both jobs) MUST be 29 hours or less per week if they are hired.

When an applicant is chosen, the supervisor shall complete the [Student Employee Hiring Checklist](#).

- Verify that the student meets the definition of student employee, request proof of enrollment, and verify work study eligibility if applicable.
- Inform the student that employment cannot begin until the student provides original, unexpired [documentation proving identity and employment eligibility](#). There will be no exceptions; photocopies are not acceptable.

### **After the Hire**

During the course of the student’s employment, the supervisor is responsible for:

- Reviewing the employee’s time records (in TimeTraQ) for accuracy and ensuring all employees are submitting their time according to the [DOR biweekly pay schedule deadlines](#).
- Informing the unit’s HR office upon any change in status of the student employee and submitting any forms that may be required.
- Evaluating each student employee on an annual basis to provide feedback on the student’s performance.

### **Titles**

The following titles may be assigned to student employees based on their job duties.

- Student Assistant/Non-Affiliated Student Assistant - A person with a few special skills and little or no previous training or work experience. A minimum amount of training is necessary to prepare the employee for work. The employee is generally well supervised and jobs are of a routine nature requiring little decision making.

## Student Employee Hiring and Pay Scale Procedures, continued

- Student Coordinator/Non-Affiliated Student Coordinator - Persons classified at this level require a moderate to high degree of mental activity and independent judgment in addition to extensive previous training and experience. The work performed involves decision making, responsibility for the safety of persons and property or supervision of other student employees and may be an essential function of departmental operations.
- Student Technician/Non-Affiliated Student Technician - Persons classified at this level must have technical skills, knowledge of the job, or be in a training phase of a technical position, would need little to a moderate amount of supervision, and would occasionally be placed in a supervisory position. Since other student employee classifications require ordinary skills and abilities, the technician classification will be awarded sparingly.

### Pay Scale

The pay scale for a student employee is determined by the Human Resources Department at Texas A&M University. The Office of the Vice President for Research (OVPR) will use the following pay scale, updating it as needed to coincide with the University's pay scale.

Title	Title Code	Suggested Starting Salary	
		No Experience	Some Experience
Student Assistant	7561	\$7.25 - \$7.50	\$7.75 - \$8.00
Non-Affiliated Student Assistant	7567	\$7.50	\$8.00
Student Coordinator	7562		\$7.75 - \$8.00
Non-Affiliated Student Coordinator	7568		\$8.00
Student Technician	7565	<i>Determined on a case-by-case basis (\$7.25-\$17.00)</i>	
Non-Affiliated Student Technician	7571		
Federal Work Study Student	7560	\$7.25 - \$7.50	\$7.75 - \$8.00
State College Work Study Student	7557	\$7.25 - \$7.50	\$7.75 - \$8.00

### Performance Evaluations

[Yearly performance evaluations](#) are recommended for all student employees and are required for raises.

### Salary Adjustments

Student employees will become eligible for a salary adjustment following six months of employment. Raises shall not occur more than once per year and should ordinarily be given in increments of 25¢ or 50¢ based on job performance. In order for a student employee to receive a raise or a promotion, a performance evaluation must be completed by the supervisor and submitted to Research Enterprise Business Services along with a [Student Employee Adjustment Request](#). The effective date of the request will be the first day of the following biweekly pay period. Requests for promotions must include an updated list of job duties.

### Other Useful Resources for Student Employee Supervisors

- [Jobs for Aggies – employer information](#)
- [Supervisor Manual](#)

Questions? Please contact your [HR Liaison](#)