

College of Arts and Sciences Student Employment

POLICIES

Eligibility to Work

- Students must meet a minimum of half-time enrollment by the semester's Census date to be eligible for employment.
- If a student withdraws from the University, takes a Leave of Absence (LOA), or drops below half-time enrollment after Census, they will lose employment eligibility.
- A half-time undergraduate student is enrolled in at least six (6) units per semester; a half-time graduate student is enrolled in at least three (3) units per semester; a half-time law student is enrolled in at least four (4) units per semester.

Hiring

- Students must be cleared to work by Student Employment prior to being assigned any work. Student Employment will send an email notification to the hiring manager when work clearance is complete and the student may begin work. Ensure your student worker(s) log their hours in USFWorks in a timely manner.
- Faculty and staff who hire students must be familiar with policies and procedures for student workers such as how to fill out time reports, meal break requirements, hour limitations, etc. found on the [Student Employment](#) webpage for students.
- Faculty and staff must complete Student Employment's mandatory training course for supervisors in Canvas. Additional resources regarding the hire process, compensation, federal Work-Study, performance evaluation, etc. are available on the [Student Employment](#) website for supervisors.

International Students

- F-1 and J-1 visa students who meet the student employment requirements may seek on-campus student employment. However, the J-1 student must first seek permission from ISSS.
- Students under a non-student visa (i.e. not F-1 or J-1) may be able to work on campus depending on the specified conditions of the visa. A work authorization card issued by U.S. Citizens and Immigration Services (USCIS) must be presented to Student Employment for work clearance.
- International students without a Social Security number who accept a campus job must obtain a Social Security number following the instructions provided by the Student Employment office upon completion of Form I-9. Application instructions and information may also be found on the ISSS website. Within 45 days of beginning employment, an international student must provide a Social Security number to Student Employment (Lone Mountain Main, Room 203) to maintain employment eligibility.

Hours

- All student employees are limited to 7.5 hours per day.
- Overtime pay is not allowed for any student in any position.
- Domestic student employees may work up to twenty-five (25) hours per week while classes are in session and thirty-five (35) hours per week during academic breaks, summer session, and winter intersession.
- International students (F-1 or J-1 visa) may work up to twenty (20) hours per week while classes are in session and thirty-five (35) hours per week during academic breaks, summer session, and winter intersession.

Time Reports

- Student employees will not be paid if you do not approve their hours at the end of each pay period.
- If TAs work for the department as a whole, then program assistants may assist with tracking hours and approving time reports.
- If faculty hire Research Assistants, then the faculty are responsible for approving time reports.
- Payroll recommends that all managers set a calendar reminder to ensure their student employees have entered their time and to approve time in USFWorks on the 16th and 1st of each month.
- To approve time: Go to your USFWorks home page, click on your inbox, review your student's hours and click approve if correct. You can also click the Team Time worklet --> Actions --> Review Time.

End Job Assignments

- Supervisors of student workers are responsible for ending student job assignments anytime a student leaves their role. For example, if a supervisor hires a student to work for the Fall semester, the supervisor should plan to end the employee's job assignment at the end of the Fall semester. For assistance with this task, please consult the [training document](#).

Other Requirements

- Student Assistants should be familiar with federal policies such as FERPA (information regarding student performance should not be discussed with anyone other than the faculty member) and the legal rights of students with disabilities.
- Student Assistants should be familiar with the University's policies regarding student disciplinary and complaint resolution procedures and University resources such as CAPS, SDS, as well as any relevant academic support services.

STUDENT EMPLOYEE POSITIONS

Teaching Assistants (TAs)

The Department Chair/Program Director makes decisions regarding TAs for department or program faculty. Funding for TAs comes from the department or program's student budget, so decisions about how TAs are allocated should include a discussion with the faculty.

TAs may:

- Provide feedback to students during tutoring sessions.
- Go over tests with students, so students can better understand and improve their performance.
- Schedule office hours and review sessions for exams (all one-on-one meetings should take place on campus and with doors open.)
- Assist faculty with in-class exercises and discussions.
- Grade objective exams questions such as multiple choice, true/false, and fill-in-the-blank.
- Meet with students to assist with research strategies, paper or essay development, and offer feedback on drafts.

TAs may NOT:

- Grade subjective exam questions such as short answers or essays.
- Perform duties not in their job description such any tasks unrelated to the course that they are assisting with or other work of a personal nature.
- Serve as a substitute in the classroom. Faculty are exclusively responsible for required instruction; student workers may substitute only in rare circumstances with approval by an Associate Dean.

Research Assistants (RAs) and Graduate Research Assistants

Faculty may apply for funding through the Faculty Development Fund (FDF) for research assistants. FDF applications should include:

- Brief description of the RA's specific duties and the time frame for completion
- Explanation of the RA's required qualifications
- Job description, including the required Equal Opportunity Statement, to be advertised in USFWorks.
- If you are specifically requesting a graduate student assistant, you must include a rationale as to why undergraduates would not be suitable.

Although you can encourage particular students to apply, jobs must be publicly posted.

RAs may:

- Perform work as described in the job description submitted as part of the faculty member's approved FDF application.

RAs may not:

- Perform work outside their job description submitted as part of the faculty member's approved FDF application.

Student Assistants

Department/Program Chairs/Directors and/or Program Assistants hire students to assist program assistants. Faculty in the program should consult with the chair/PA before assigning work to student assistants. All requests for use of the student assistant should go through the chair/PA. Student Assistants should not be hired to replace the work of a full-time staff person.

Student Assistants may:

- Perform work that is directly related to the program/department that they are working for.
- Perform work as described in the job description.

Student Assistants may not:

- Perform work for individual faculty members related to course support (see TA duties above) or research support (see RA duties above).

Common jobs for Student Assistants:

- Graphic Design
- Social Media
- Web updates (training required)

JOB DESCRIPTIONS and HIRING PRACTICES

Keys to Effective Job Descriptions and Student Hiring Practices

- Detailed job responsibilities and applicant qualifications (if any)
- Detailed list of required application materials (resume, cover letter, relevant experience, applicant availability, etc.)
- Required time commitment for the job (semester, year, etc.), including any mandatory special events or projects for which the student worker must attend/assist and an estimation of how many events are to be held
- Clear due dates for applications, estimated timelines for the recruiting process, and estimations for when candidates can expect to be contacted with information about their application

- Prompt notifications to un-hired candidates when an applicant is selected

Sample Job Descriptions

Teaching Assistant - Arts/Humanities/Social Sciences

Job Description Summary

Please note: these positions are open to Master's in Asia Pacific Studies (MAPS) students only.

The Master's in Asia Pacific Studies (MAPS) program is offering three paid Teaching Assistantship (TA) positions for three undergraduate Spring 2023 courses: Japanese 351, Chinese 355, and History 381 (see full course descriptions below). Applications for MAPS TAs are due Monday, January 9 or before.

Job Description

Each course TA will be expected to provide feedback on drafts of student essays, help students further understand course reading materials, and offer assistance on oral presentations. In addition, each TA will be available to hold office hours and meet with students, and hold individual or group meetings to discuss the readings or questions about lectures.

Course TAs will help with administrative matters in courses as well. Each professor will stipulate his or her expectations about course teaching assistantship duties.

Course TAs should be available to attend classes regularly, and the time commitment ranges from approximately 3-7 hours per week.

To apply, please submit 1) your curriculum vitae (CV); and 2) a cover letter that outlines any relevant teaching or tutoring experience, the job position(s) and courses (descriptions provided below) you are interested in, and how you see this opportunity helping you to develop academically and professionally and aligning with your future goals. Competitive applicants will be contacted soon thereafter for interviews, which can take place in-person and/or via phone or videoconference.

Teaching Assistant - Lab Sciences

Job Description Summary

The Department of Environmental Science is seeking one MSEM student to teach our undergraduate Introduction to Ecology laboratory (ENVS 210).

Job Description

The Department of Environmental Science is seeking one MSEM student to teach our undergraduate Introduction to Ecology laboratory (ENVS 210). This course meets a graduation requirement for both ENVS and ENVA undergraduate majors. The one lab section is scheduled for Wednesdays from 1-4:40. In addition to your scheduled lab section, you will attend a weekly meeting with the lab coordinator (~1 hr./week, time TBA), and if possible, observe part of a Tuesday lab section. There are also 2 Saturday or Sunday field trips where you may be asked to drive a vehicle with students and assist with instruction. These field trips involve kayaking and hiking. This is an excellent opportunity to gain teaching experience at the

University level and to become more fluent with the ecological concepts you have acquired in the MSEM program.

Expectations for this job are the following:

- To demonstrate a basic understanding of ecological processes, concepts, and applications and to confidently relay the concepts to the students.
- Supervise all lab activities for your lab section, which includes delivering a short lecture provided to you by the instructor on a specific ecological topic, supervising the lab activities that follow, and grading and posting grades in a timely manner.
- You will meet weekly with a Laboratory Coordinator (a full-time faculty member) weekly to discuss and prepare for teaching each lab.
- You will be responsible for grading your lab section's material (and, for additional compensation, grading reports from the two other lab sections (see below)
- A professional staff person will prepare supplies and equipment and cleanup following each lab section, but there may be some prep work involved. Some labs require walking or driving off campus.
- All lab materials and lab manuals are developed and available for instructors to use.

Research Assistant - Arts/Humanities/Sciences

Job Description Summary

An Associate Professor in the Department of Theology and Religious Studies and in the Program of Environmental Studies has a paid position available for an undergraduate research assistant. The position is for 7 hours a week for 35 weeks.

Job Description

My work centers on Hinduism, Climate, Ecology, Gender, Ritual, and the Commons. I am looking for a highly motivated research assistant to work on three books surrounding the Commons and Hinduism & Climate, as well as other research projects.

Starting in September 2021 and going through August 2022, the research assistant will focus on moving the book projects closer to completion through focused organization, helping manage important deadlines, and aiding in book proposal creation. The position will include integral growth opportunities in research, editing, obtaining copyrights, drafting book proposals, developing ideas, and much more.

If the qualifications above sound like you, please apply! I am hoping to fill the position as soon as possible.

Research Assistant - Sciences

Job Description

Research Assistant position in the Department of Computer Science.

Qualifications

This position is open to any undergraduate or graduate student with good academic standing.

Strong applicants will satisfy one or more of the following:

- Has taken a course in algorithms (such as CS 245 / CS 545 / CS 673).
- Has taken a math or CS course that requires writing proofs.
- Has experiences in Java, C++, or Python programming.
- Is familiar with proving NP-completeness with poly-time reductions (this is the most important qualification, directly relevant to the research).

Applicants should also be interested in continuing the research project beyond a single semester, either in a paid position or as a directed study opportunity.

Applicants must be detail-oriented and self-motivated independent workers with excellent written and oral communication skills.

Duties

As a research assistant, you will be expected to:

- Conduct a literature survey on relevant research papers.
- Understand complex algorithms/proofs in other research papers.
- Design a new algorithm/proof based on our findings.
- Help writeup and present research findings, including drafting a conference publication and/or participating in poster presentations at CS Night, CARD, or academic conferences.
- Attend weekly one-on-one progress meetings with the supervisor.

Upon successful completion of the above, you will be invited to be a co-author on a research publication describing these results.

You must be prepared to work up to 15-20 hours per week during the summer session.

Student Assistant - General Office Duties

Sample 1:

Job Description Summary

The College of Arts and Sciences Dean's Office is looking for bright, enthusiastic individuals who will assist and support our everyday operations during the academic year. The qualified candidate will have strong communication skills, a deep understanding of office technology, and the ability to work successfully with a variety of individuals.

Job Description

Job Duties:

- General office duties
- Front desk in-person service
- Interact in a positive and helpful manner with students, staff, and faculty
- Answer telephones and help with any issues that arise during normal business hours

- Perform data entry and filing on Salesforce and various Google Suite and Microsoft products to ensure information stays accurate and organized
- Scanning/indexing documents through Banner Xtender
- Monitor adjunct faculty office spaces on the 4th floor Gleeson Library
- Check in faculty and staff for usage in the Faculty Lounge
- Create/manage various social media channels, including Instagram, Facebook, and Twitter
- Assist in projects for other staff members
- Additional tasks as assigned.

Terms of Employment:

The Dean's Office hours are Monday-Friday between 9:00AM-5:00PM. We are looking for students who could work 10-15 hours per week and to cover shifts throughout the day Monday-Friday.

We accept student applications with federal work study, non-work study, and campus job opportunities.

Required Qualifications:

- Good communication and organizational skills.
- Conscientious and very detail-oriented.
- Prior front desk or customer service experience are highly desired.
- Proficient in Microsoft Word, Excel, and Google Suite.
- Responsible, independent work habits, and able to follow directions.
- Must be able to demonstrate a professional demeanor and positive attitude.
- Must be able to maintain confidentiality.
- Minimum GPA 3.00 and good academic standing at USF required.

Additional Information:

Students will be contacted for an interview if their application is selected and makes the first cut. It may take 2-4 weeks for the selection and interviewing process to complete.

Sample 2

Job Description Summary

The Department of Politics is looking for a student assistant to support the operations of a busy department office. The successful applicant must be highly motivated, reliable, detail-oriented, organized, flexible and willing to work in a shared office environment.

Job Description

Job Duties:

- Perform general office duties such as filing and photocopying
- Create and post event flyers
- Help curate the weekly department newsletter
- Post information to the department website and social media pages
- Run errands on campus for the department
- Conduct research and enter data

- Other duties as assigned

Required Qualifications:

- Ability to maintain confidentiality is a MUST.
- Prior clerical experience is a plus, but not required.
- Knowledge of Politics department/academic programs and ability to answer general student questions strongly preferred.
- Must be proficient in Microsoft Office suite (Word, Excel, PowerPoint) and comfortable working on a Mac.
- Prior experience with web editing and graphic design software platforms (Photoshop, Canva, etc.) preferred, but will provide training for the right candidate.

Terms of Employment:

Hourly wages: \$16.99/hr*. (or the current entry-level rate for student assistants)
Schedule: up to 10-12 hours per week. Hours to be negotiated between 8:30 a.m. – 5:00 p.m., Monday through Friday.
Federal Work Study Preferred.

Student Assistant - Social Media

Job Description Summary

The Department of Environmental Science is looking for an experienced and creative Social Media Assistant.

Job Description

As a Social Media Assistant, you will be responsible for developing and implementing our social media strategy in order to increase and improve the department's online presence.

A successful SMA will be able to curate, create, and monitor social media content that is engaging for both current and prospective students.

You will be working closely with the department's Program Assistant and the MSEM Program Manager, as well as coordinating with department clubs and student organizations.

Qualifications:

- Timely, organized, self-starter
- Enthusiastically creative
- Experience with social media platforms (Facebook, Instagram, Twitter, etc...)
- Excellent writing and proofreading skills
- Good social skills for face-to-face interactions
- Able to practice good judgment and work ethic
- Knowledge of the ENVIS and MSEM Programs and students
- Knowledge of editing software such as Photoshop, InDesign, Lightroom, Buffer, or Canva

Responsibilities:

- Under the supervision of the MSEM Program Manager and the department's Program Assistant, the Social Media Assistant will be responsible for content development and weekly management of the Environmental Science Department's various social media platforms, with an emphasis on Instagram posts and stories, and larger blog/website posts/profiles, as well as occasional outreach to prospective students.
- Maintain and promote weekly MSEM and ENVIS program presence across different social media platforms (WordPress, Facebook, Twitter, LinkedIn, and Instagram)
- Participate in bi-weekly meetings with department staff
- Generate, edit, publish and share content that highlights the work of MSEM and ENVIS faculty, students, and alumni
- Build and foster greater online engagement with MSEM and ENVIS social media platforms
- Provide campus tours to prospective students, host class visits, and meet with prospective students via zoom, as needed
- Co-create a social media plan and develop a social media calendar under staff supervision
- Assist with documentation of MSEM and ENVIS related events, classes, and meet-ups
- Help promote MSEM and ENVIS led and co-sponsored events through the creation of digital images and fliers
- Other projects as assigned

Application requirements:

Short letter of intent, and Spring 2022 availability schedule.

Time Commitment: 5-8 hours per week

Student Assistant Graphic Design - Job Description

Job Description Summary

Under the supervision of the Center for Asia Pacific Studies staff, the Graphic Design and Marketing Student Assistant will assist with the promotion of the Center's programs.

Job Description

Responsibilities:

- Under the supervision of the Center's team, design marketing materials for the Center using InDesign, Photoshop, and Canva.
- Assist with communications and marketing for upcoming programs via social media platforms such as Facebook, Twitter, and Instagram.
- Assist with day-of-event program coordination: On the day of the event, the Student Intern will assist with organization, set up, and general troubleshooting. During events, the Student Intern will capture and compose photos for later sharing on the Center's social media platforms such as Facebook.
- Assist with the posting of information on the center's blog.
- Occasionally write short articles for the Center's blog
- Assist with other administrative tasks for the center as needed.

Qualifications:

- Current USF undergraduate student.
- Excellent written and verbal communication skills in order to help promote upcoming programs.
- Proficiency and prior experience in either InDesign, Photoshop, and Canva.
- Excellent organizational skills and attention to detail.
- Ability to work independently and as a team player.
- An interest in Asia Pacific Studies and the desire to promote and advance Asia Pacific Studies within the USF community and beyond.

Hours: Up to 10 hours/week during the semester, Must be available to work during early evenings to help with Center's events which are typically held Tuesdays, Wednesdays, or Thursdays from 4pm - 7pm. (events are held on average 2x/month). Attendance at the majority of events is required. The remaining hours can be completed during the Center's regular office hours 8:30am - 5:00 pm.

ADDITIONAL RESOURCES

The Student Employment website for Supervisors has a wealth of information as well as a Supervisor FAQ. **[LINK TO <https://myusf.usfca.edu/student-employment/supervisors>]**

Should you need assistance or have additional questions, please feel free to contact Student Employment (stuemp@usfca.edu).