Expectations and Responsibilities of Supervisors:

1. Provide student vacancy information for graduate assistant, research assistant, and other student employment positions to HRM/SEC.

2. Provide the number of work-study student vacancies to Financial Aid.

3. Interview and select student employees assigned by Financial Aid.

4. Submit Hiring Proposal for student hires to HRM/SEC.

5. Prepare and submit student employee EPAFS.

6. Ensure that employees hired under student employee title codes meet the definition of a student employee and meet the conditions under important definitions as defined in the student employee handbook.

7. Ensure that all students employed for the first time and those re-employed have completed all paperwork required by HRM/SEC, including an I-9 within the first three days of employment.

8. Establish a work schedule and ensure that the job duties for each student employee are appropriate.

9. Supervise the student.

10. Establish a position description for each position and furnish signed copies (student) to HRM/SEC.

11. Verify and approve student employee hours reported (not to exceed an average of 20 hours per week).

12. Ensure accurate student employee hours are reported to Payroll.