Student Employment

Holiday Edition

Student Employment —
Our Pledge and Our Beliefs

Pledge=Promise
As the advocate and voice for all students employed on campus, we pledge to make the experience of student employment as rewarding and convenient as possible in order to prepare students for careers in a rapidly changing world. The Student Employment Team, along with an integrated effort with faculty, staff, and other campus partners serves to provide opportunities for UNT students to learn valuable transferable skills while gaining necessary funding to continue their education. Through policies, procedures, and best practices, we pledge to facilitate a mutually beneficial exchange of skills, education, and service for student employees, supervisors, and the UNT community.

Beliefs=Why
We believe student employees are an invaluable asset to the UNT community and its daily operations.
We believe student employment is seen as another aspect of the student’s educational experience.
We believe student employees will benefit most from a holistic learning environment.
We believe that student employees will develop skills of professionalism and marketability as they prepare for careers after graduation.
We believe the contributions of student employees significantly affects the success of the university in attaining the central mission.
We believe the student employment journey prepares students to be educated and enlightened citizens who lead productive and meaningful lives.
Why A Pledge and Beliefs Statement?

On the front page you will notice the Student Employment Teams Pledge and Beliefs for our department. We literally were sitting around drinking coffee and red bull (not together) and started mind-mapping where we want to take Student Employment and the Pledge and Beliefs is what transpired. We wanted to share this with you because that is who we are as a team. We are here because of the students and for the students. We have a very strong desire to move Student Employment on this campus in a directions that allows the student to grow personally and professionally which will benefit not only your departments, but the entire UNT Campus.

OUR PLEDGE IS OUR PROMISE AND OUR BELIEFS ARE OUR WHY'S

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Winter Break Work Hours

- **Student Assistants – Regular (1710):** May not work more than a total of forty (40) hours per week between long semesters (Fall/ Spring). Policy 05.025
- **International Students:** May work up to full time (40 hours) during winter break, unless enrolled in Winter classes then they must maintain 20 hours per week. This includes online classes

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*Hourly Student Employee Orientation*

is available online (Click [https://careercenter.unt.edu/resources/new-student-employee-orientation/](https://careercenter.unt.edu/resources/new-student-employee-orientation/)).

UNT policy 05.025 Employment of Students for Hourly Positions states that “*hourly student employees must attend the orientation within the first 30 days of employment*.”

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Student Employee Performance Evaluation

A great way to promote growth, professional development, and to prepare students for work after college is to engage with them in the performance evaluation process. You may use the template provided on the Supervisors Guide of the Career Center website or click here. You may be using a different rubric or evaluation if you are involved with Career Connect or a for-credit type internship. However, feel free to use this template as appropriate.

Student Employment Semester Numbers

Totals for the fall semester 2019

- On-campus student jobs: 7180
- Student Employees Working: 5993
- Background Checks Processed: 1808
- ePAR Processed: 5194
- I9 Verification Appointments: 1454
- Student Employment Appointments: 150

Who can answer my student employment questions?

As we are moving toward becoming the “one stop shop” for everything student employment, we are getting a lot of questions. LeAndra and I each have our individual expertise so please look at the list below and contact the person best fit to answer you.

LeAndra - Handshake, ePAR, Job Postings

Patricia - Policy, Procedures, Terminations, Disciplinary Issues, I-9s, Federal Documentations
Where can you find helpful policies, templates, FAQ’s, and Eagle Internship information? Check out our student employment resources [https://careercenter.unt.edu/channels/student-employment/](https://careercenter.unt.edu/channels/student-employment/) portion of the Career Center website.

**Work Study Program**

Per University [Policy 05.001](https://unt.edu/policy), departments are encouraged to provide eligible students the opportunity to earn money for education expenses by hiring them in college work-study (CWS) positions. A CWS position is funded in whole or part by federal or state funds based on a student’s financial need. Student eligibility to receive a CWS offer is determined by financial need. Review the [College Work-Study Reference Manual](https://unt.edu/careercenter) to find out more about the CWS Program. Contact collegeworkstudy@unt.edu with any questions or request an overview.

**Happy Holidays!**