



# Northern Marianas College Procedure

Procedure No.: 4004.1 Procedure Title: Student Employment  
 Issuing Date: 8.19.14 Adoption Date: \_\_\_\_\_ Effective Date: \_\_\_\_\_  
 Office of Origin: Counseling Programs and Services  
 Procedure Approval Authority: President *Frank 9/24/14*  
 Board Policy No. Associated with this Procedure: 4004 Student Development  
 This Procedure Supersedes/Replaces: BOR Policy No. 8003.5

*The written steps necessary to appropriately and uniformly perform a task in carrying out policies and activities of the College.*

## Overview/procedure description

The purpose of the student employment program is to support meaningful work experiences for students, enhance their skills and qualifications for full time employment after graduation, and assist the College in meeting its operational needs. The student employment program is housed under Career Services and is managed by the Career Services Manager. This procedure provides a guide for how Career Services and hiring departments work in cooperation to promote execute student employment opportunities at NMC.

## Areas of Responsibility

The Career Services Manager is responsible for disseminating a student employment application, promoting vacancy announcements for student employment positions, approval of applicant employment eligibility, and developing tools and processes for systematically assessing the student employment program. Department heads from which vacancy announcements originate are responsible for receiving applications, and the process of hiring and terminating selected applicants. The Director of Financial Aid defers selection of students to department heads of positions funded in part by Title IV Federal Work Study funds, but retains expenditure authority for such funds. The International Student Advisor verifies eligibility of F-1 visa/status students seeking employment. The Payroll Specialist processes student employee timesheets and distributes paychecks.

## Procedure details

1. The Career Services Manager creates and disseminates a student employment application to promote student employment on campus. The student employment application shall collect the following information:
  - Student Name
  - Student PC ID Number
  - Student Phone, Email, and Mailing Address
  - Academic Major
  - Number of Credits Earned
  - Days/Times Available for Work
  - Eligibility for Employment Based on Citizenship and Immigration Status

- NMC's Equal Opportunity Employer Statement
  - Signature of Student Affirming Accuracy of Information Provided
  - For Official Use Section:
    - \*Career Services Manager signature approval line verifying applicant met eligibility for employment.
    - \* Hiring department expenditure approval line affirming intent to hire applicant
    - \* Position in department to be filled by applicant
    - \* Signature approval line for Director of Financial Aid and award amount if position to be funded in part by federal work-study funds.
    - \*Check list to verify submission of Form I-9, W-4, Kuder Career Assessment, and Confidentiality Agreement.
2. Department Head creates vacancy announcements for student employment positions for department and shall include the following information:
- Semester and Year Position is To Be Filled
  - Job Title
  - Hiring Department Name
  - Phone Number
  - Supervisor Name
  - Supervisor Email
  - Target Hiring Date
  - Salary
  - Number of Openings
  - Eligibility Requirements (as set forth in this procedure)
  - Minimum Qualifications
  - Duties & Responsibilities
3. The receipt of a completed application form with all approval signatures by the Career Services Manager establishes the applicant as a student employee.
- Department Head orients students to workplace rules and expectations, provides training as to the tasks required of the positions, schedules work, and submits employee timesheets by stated deadlines.
4. Eligibility Requirements. Students must:
- Complete at least 15 college credits.
  - Enroll at NMC with at least 12 credits during the semester of employment.
  - Demonstrate intent to enroll in the Fall semester if seeking employment during the summer. Enrollment during the summer term is not required.
  - Have a minimum of a 2.5 cumulative GPA or must meet the higher GPA as required by the department. Students may file a written appeal with the Dean of student services for an exception to this rule.
  - For positions that provide academic tutorial support, a 3.5 cumulative GPA and completion of EN101 and MA132 is required.
  - Must complete the Kuder Journey Career Assessments.

- Submit a resume.
- Students who expect to extend their employment from one term to the next must re-submit a student employment form for approval.

5. Non-US Citizen Applicants

The Career Services Manager will first consult with the International Student Advisor/DSO to verify employment eligibility for F-1 visa/status students prior to approving an applicant’s eligibility for employment and returning a completed form to the hiring department.

F-1 visa/status students without a Social Security number must submit a completed Form SS-5 to the Social Security Office to apply for a Social Security Card.

- The Career Services Manager will provide applicants for a Social Security number with a letter of the College’s intent to employ students.
- Student employee may not begin work until such time that a social security number is issued.
- F-1 visa/status students must provide an Employment Authorization Document.

**Deadlines:** student employment applications must be submitted to hiring departments no later than the end of the second week of the term.

**Working hours, benefits ,training requirements and restrictions:**

- Student Employees are not to exceed 20 hours a week, 8 hours a day during the spring and fall semesters. During the summer, they are not to exceed 29 hours per week, 8 hours a day.
- Student Employees are not eligible for the following employment benefits: Retirement, sick leave, annual leave, overtime, or compensatory (comp) time.
- Payroll periods are determined by the Finance Office and department heads are responsible for collecting and submitting timesheets to the Finance Office for payment.
- All student employees must complete FERPA training within 2 weeks of employment. FERPA training is scheduled and facilitated by the Office of Admissions & Records.
- Student employees are prohibited from driving NMC vehicles.

**References:**

**September 5, 2014 College Council Recommendations:**

1. Emphasize under “Areas of Responsibility” that the Director of Financial Aid is expenditure authority for Title IV Federal Work Study funds;
2. Under (4) Eligibility Requirements, require academic tutors to have a 3.5 cumulative GPA and have completed EN101 and MA132;

3. Under (4) Eligibility Requirements, require all students to have a 2.0 cumulative GPA for employment.
4. Limit summer employment to 29 hours per week;
5. Set deadline for submission of employment applications to hiring departments for the end of the second week of the term.