

Student Employment Supervisor Information

Hiring Process:

1. **Department/Supervisor** recognizes need to hire a student employee or create a new student employment position
2. **Supervisor** ensures hiring a new student employee fits within the budget
3. **Supervisor** creates & submits Job Description via Jot Forms
4. **Supervisor** creates Handshake post and submits to **Student Employment (SE)** Office for approval
5. The post gathers a pool of applicants – the **supervisor** coordinates reviewing application materials and interviewing the students
6. **Supervisor** determines who they want to hire and extends an offer to the student(s)
7. After accepting the offer, the **students** look at the directions for student employees on our web page
8. The **student** reads the SE handbook, prints and completes the SE paperwork, and makes an in-person appointment with the SE Office
9. The **student** comes into the SE Office for their appointment and brings appropriate ID(s) to complete the I-9
10. **Student Employment** processes the student's paperwork then sends the student an email with next steps
11. The **student** emails their supervisor to alert them that they are ready for the online hiring form (EPAF)
12. The **supervisor** submits the EPAF
13. **Student Employment** approves the EPAF then emails the **student** that they should have a timesheet and may begin working or training

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Important Rules (further rules are in the Handbook):

- Students must apply on Handshake
- Handshake post must be open for 5 days before a student can be hired and start working
- you have 90 days from the Handshake post's expiration date to complete all hiring from that pool of applicants
- Students must be enrolled at least half-time (1.5 units/semester)
- Payment is hourly at either \$14.81/hour (step 1) or \$15.22/hour (step 2)
- All Students in the same job title must be paid the same wage
- Students cannot work during class time
- International students cannot work over 20 hours a week
- To be paid on time, students must submit timesheets by the deadline and the supervisor must approve the timesheet by their deadline.
- Students are not allowed to work remotely outside of Colorado (working "in-the-field" is different and must be pre-approved by the SE Office.
- Student employees should not volunteer for any service that is similar to the work they do as employees. This includes volunteering in a role before their status as an employee is active.
- CC Students are not permitted to volunteer in any capacity that is also a paid position. For example, one student cannot volunteer as a sports camp counselor while another student is paid for the same work.
- Paperwork MUST be processed before a student starts working/training/logging hours!
- International students MUST obtain a Social Security Number/Card within 90 days of their first day logging hours! It is preferable for the student to complete the process within their first month working.
- Students cannot average over 32 hours per week over the course of one year

Should you have any questions or uncertainties, you are always welcome to double-check with the Student Employment Office

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