

Sam Houston State University
A Member of The Texas State University System

Finance & Operations Human Resources Policy E-7
Student Employment Posting

SUBJECT: Student Employment Posting Policy for Sam Houston State University

PURPOSE: To provide an organized procedure whereby: (a) students seeking part-time employment; and (b) the respective departments and offices of Sam Houston State University seeking part-time student employees will receive maximum benefits from the Student Employment Program.

POLICY: It is the policy of Sam Houston State University to provide an organized procedure whereby: (a) students seeking part-time employment; and (b) the respective departments and offices of Sam Houston State University seeking part-time student employees will receive maximum benefits from the Student Employment Program. All personnel actions are reviewed to ensure Equal Employment Opportunity (EEO) compliance.

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1. Specific Objectives

- a. To provide a service to both the student and the employing University department by providing a central contact point for students seeking part-time employment and departments or offices seeking part-time employees.
- b. To expand available part-time job opportunities for students on and off campus. Students must be enrolled for at least six (6) hours for the Fall and/or Spring semesters or at least three (3) summer hours. To be eligible to work during the summer if not enrolled, students must have been enrolled for at least six (6) hours during the preceding Spring semester or registered for the next Fall semester with at least six (6) hours.
- c. To ensure compliance with federal (Equal Employment Opportunity and Affirmative Action programs), state and university regulations, policies, and guidelines.
- d. To complement and maximize the educational program or vocational goals of the student.

2. Posting On-Campus Jobs

- To ensure that all students have an equal employment opportunity (EEO), all Student Assistant and Work-Study jobs on campus must be posted for at least five (5) working days online through the web-based job posting program JOBS 4 KATS.
- The SHSU Career Services department serves as the host of the current web-based job posting program JOBS 4 KATS and will assist departments in utilizing this online program to post their job opportunities.
- The hiring department selection process will not begin until the five (5) day posting requirement has been met.
- All students applying for student employment (Student Assistant and/or Work-Study) position vacancies must apply directly to the hiring department as posted on JOBS 4 KATS.
- Exception to this policy will be reviewed on a case-by-case basis.

Reviewed by: David M. Hammonds, Associate VP for Human Resources & Risk Management-03/29/2013
Next review: 04/01/2020