Student Employee Responsibilities

1. Report to work at the agreed time, ready to work, and leave at the designated time.

2. Attend to assigned duties and other administrative tasks such as I-9, tax and timesheet forms in a timely manner.

3. Work with a cooperative attitude and do not conduct personal business while at work.

4. Perform job assignments in a manner that is consistent with department goals.

5. Conduct yourself professionally and demonstrate positive work attitudes.

6. Attempt to resolve any work-related problem by approaching your immediate supervisor. Many problems may be resolved on an informal basis. However, if you are not satisfied and believe the problem is still unresolved, we suggest that you contact the Dean of Student Services.

7. Notify your supervisor as soon as possible if your work schedule changes. Projects and exams may occasionally interfere with a work schedule; notify your supervisor when such changes can be predicted.

8. Be sure to confirm the duration of your employment with your supervisor when you are hired.

9. Professional courtesy suggests a written notice submitted at least two weeks before ending your employment.

10. Review the dress code with your supervisors.

11. All paperwork must be completed in order to get paid.

12. Keep track of your hours.