

Student Employment Services (SES) Quick Facts:

**Serves as a quick reference. Please refer to the complete Student Assistant Policies and Procedures for further details

Policies & Eligibility:

- Current Student at SUNY Cortland (exceptions during winter and summer; see full SES policies and procedures)
- Graduate student at SUNY Cortland NOT completing a Graduate Assistantship (see Graduate Assistantship policies)
- Enrolled at minimum as 'Half-time' (6 credits undergrad/4.5 credits graduate) for duration of employment
- Winter and summer employment requires official copy of acceptance to college, or official class registration for upcoming semester
- (applies to SUNY Cortland, SUNY school, and NYS community college students)
- In good academic standing
- Students and supervisors must adhere to a maximum of 20 hours per week inclusive of all on-campus jobs during the academic year and 29 hours per week during breaks, and winter/summer terms

*SUNY Cortland students will receive priority in hiring.

Hiring Paperwork:

- I9's are required for all students working on campus
- Original, unexpired identification is required to process I9s: (ex: passport, ss card, birth certificate, and photo ID)
 - SES paperwork must be completed within 3 days of the start date
 - Students working beyond 3 days without paperwork on file will not be allowed to continue working until paperwork is processed
 - Students who believe they have completed paperwork previously can email or call the SES Coordinator to verify eligibility

PeopleAdmin: Job Posting System

- All paid student assistant positions are to be posted in PeopleAdmin
 - Jobs are to be posted a minimum of three (3) business days
- Posting Criteria
 - If the job has been vacated by a student after the completion of their term and you are hiring a new student for that role
 - A new position has been created

***If you are hiring a student who has worked in your department under the same job title you do not need to have them apply to the job posting. A Reappointment form is all that is required. Even if there is a gap in their employment service.*

- All positions should not be active for more than 1 year or beyond the term specified
 - Fall positions should close by the last day of fall classes
 - Spring positions should close no later than the date of commencement
 - Positions hiring in the fall to be completed in the spring should close by the date of commencement
 - Summer and winter positions should close at the end of the term

Recommendations for Student Employment as a High Impact Practice:

- Require a resume as part of the application criteria
 - This allows students to understand the need for resume preparation
- Interview each viable candidate
 - The more experience they receive interviewing in a safe space, the higher their confidence as they move toward graduation and career preparation
- Communicate to all applicants about their status within the job applied for
 - This helps manage students expectations and allows them continue their job search if needed