Student Employment Services (SES) Quick Facts:

This only serves as a quick reference. Refer to the complete Student Assistant Policies and Procedures for further details.

Eligibility and maximum hours:

- 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 summer, winter, and spring breaks

*SUNY Cortland students will receive priority in hiring.

Hiring paperwork:

- I-9s are *required* to be completed for all students working on campus **before** they begin working/training
- *Original, unexpired identification* is required to process I-9s. Acceptable documents can include:
  - a passport (counts as both an identity and citizenship documents) OR
  - a SS card (the citizen document) with a photo ID (the identity document) OR
  - a birth certificate with a photo ID
- Students who believe they've completed paperwork previously can email or call SES (ext. 2223) to verify

PeopleAdmin/Applicant Tracking System (ATS) for on-campus job postings:

- All paid student assistant positions are to be posted in PeopleAdmin/Applicant Tracking System (ATS)
  - Jobs are to be posted a minimum of three (3) business days
- You *must* post the job to PeopleAdmin/ATS 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, even if there is a gap in their employment service. All you need to do for rehires is submit a reappointment form to Payroll.
- 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 and to prepare one early
- 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 and mark changes in status as you move through your process in PeopleAdmin/ATS
  - This helps manage students' expectations and allows them to continue their job search if needed

[9-14-2023]