

AUSTIN PEAY STATE UNIVERSITY
POLICIES AND PROCEDURES MANUAL

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Subject:	
Employing Students under CWSP and GCWP	
Initiating Authority:	SBR Policy/Guideline Reference:
Vice President for Academic Affairs	
Approved:	
 President	

General

The procedures which are to be followed in employing students on campus are listed below. These procedures have been established in order to coordinate all student employment through the Student Financial Aid Office and to provide equal opportunity to all students who wish to apply for positions.

Any student working on campus will be employed under the College Work-Study Program (CWSP) or the General Campus Work Program (GCWP). The Casual Labor Program will no longer be used for employing student workers. Any student worker needs either a CWSP Interview and Placement form or a GCWP referral slip before he or she can begin work.

General Campus workers may not be hired by the departments or assigned by Student Financial Aid if the department does not have a General Campus position budgeted. If a department needs to employ unbudgeted workers, they must first initiate a budget revision to transfer the funds needed. The Student Financial Aid Office cannot assign the worker without a copy of the budget revision which identifies the new position number.

Procedures

To employ a new General Campus worker for a continuing position, send a brief description of the position to the Student Financial Aid Office (SFAO) indicating that it is for a permanent GCWP position. The position will be advertised in THE ALL STATE and on the bulletin boards. As students respond to the advertisement, they will be sent with a referral slip for an

interview. Please do not interview any student who does not have a referral slip. If you wish, you may request specific students to apply for the position by asking them to complete the application process. You may make your selection one week after the advertisement appears in THE ALL STATE. Job descriptions should be in the SFAO by 4:00 p.m. on Thursday to be advertised the following Wednesday.

To fill a temporary GCWP position, ask the student to come to the SFAO and get a referral slip. No advertisement is necessary if the job will be of less than two weeks duration. If you do not have a specific student in mind for the position, contact the Student Financial Aid Office for a list of qualified students from the applicant pool.

If an emergency situation arises when students need to be hired for a temporary position and the Student Financial Aid Office is not open, you may let the student work providing the student comes to the Student Financial Aid Office the next time it is open to complete the necessary paperwork.

For temporary positions when a large number of students will be employed for one event, (i.e. registration, concerts, etc.) the employing office may send a list of students they wish to employ to the SFAO in duplicate. If the students requested have an application on file in the applicant pool, the referral slips will be sent directly to the department.

To request additional CWSP workers during any employment period, send a written memo to the SFAO indicating the number of workers you need, the approximate number of hours you wish to employ each student, and any specific skills or requirements needed for the position. Be sure to indicate that you are requesting a CWSP worker and not a General Campus Worker.