



THE UNIVERSITY OF THE WEST INDIES, MONA CAMPUS
SOCIAL SCIENCES FACULTY OFFICE

STUDENT ASSISTANTS EMPLOYMENT GUIDELINES

The following is intended to inform and guide students in their role as a Student Assistant in the Faculty of Social Sciences.

GENERAL REQUIREMENTS

- First preference will be given to students whose primary major is in the Faculty of Social Sciences. Consideration may be given to students from other faculties in cases where they possess specific skills not readily available among FSS students.
- Preference will also be given to full-time students and students who have demonstrated a financial need. Thus, students who are beneficiaries of scholarship or tuition exemption or are hired elsewhere on the Campus her may not be approved for an assistantship.
- Students will be required to sign a **Confidentiality Statement** prior to the start of work.
- Students will be required to submit original proof of their NIS, TRN, passport or birth certificate, and an academic reference.
- Students should report, immediately upon signing in, to their assigned supervisor.
- Personal telephone conversations and visitations should be limited.
- Students should refrain from using their assigned computer to browse the internet for non-work related websites and *only with permission* should students use office equipment to do personal work.
- While on the job, students should not be engaged in the promotion, advertisement, or distribution of any product and/or material unless authorized to do so by the Social Sciences Faculty Office.

APPEARANCE & DEPORTMENT

Students should be attired and present themselves (clothing, shoes, jewelry, hairstyles) in a way that reflects the standards of dress recognized within various professional environments.

- **Clothing:**
 - (i) Should be of appropriate length and coverage, i.e., clothing should **not** be tight, sheer, loose/baggy, cut/torn, short, low cut, or backless. Examples of these are, sleeveless shirt/dress; shorts (or knee-length pants); jeans with holes or patches; mini-skirts; and tops/blouses/shirts which reveal the midriff, cleavage, back or undergarment.
 - (ii) Students working as the receptionist should **not** wear clothing (including neckties) with insignia associated with any institution or organization. This includes other on-campus departments and halls of residence.
- **Accessories:**

As a rule...less is more. Students should not wear more than one pair of earrings, two rings, one pair of bangles or one chain. Non-traditional jewelry such as nose, tongue, and eyebrow rings should not be worn. Cologne and other strong perfumed scents should be worn in moderation. Excessive makeup should be avoided and proper personal hygiene is expected by the Faculty Office staff and the clients we serve.
- **Shoes:**

Students should not wear flip flop or house slippers.
- **Hair:**

Hairstyle, hair colour or hair dress should project a professional appearance.

REMUNERATION

- Work time should not exceed 15 hours per week during the semester and 35 hours per week during the summer months, unless otherwise indicated.
- Students should complete, sign, and submit their **timesheet** to the Faculty Office on a fortnightly basis. Timesheets must also be verified and signed by the Supervisor.
- Where students have not indicated that payment should be made through direct deposit, they should collect their cheques from the Cashier in the Bursary no sooner than 7 working days after submission of timesheet to the Faculty Office.

WORKING HOURS

- Students working hours will be arranged with the supervisor. However, once agreed upon, student assistants will be expected to maintain his/her schedule.
- Students will be required to notify their supervisor of their absence at least three (3) hours before scheduled time for work.
- Students working for four (4) or more hours in succession will be entitled to a one (1) hour break during that working period.

TERMINATION OF EMPLOYMENT

- In the event that you find it necessary to stop working prior to the end date, you will be expected to give two weeks advance notice.
- Your supervisor may also recommend your termination at his/her discretion after two weeks advance notice.

PERFORMANCE EVALUATION

- Students should ensure that at the end of their work period, the supervisor completes and submits to the Faculty Office a **Performance Evaluation Form**.

RE-EMPLOYMENT

- Students are hired on a per semester basis, therefore, students should apply for each semester they wish to be considered for employment. Students should also submit an updated, certified academic record with each application.
- Students would not normally be rehired if (a) they received an unfavourable evaluation report, (b) they failed courses during the semester they were hired; except in cases where they still managed to obtain a semester GPA of 3 or above and (c) they failed English for Academic Purposes (FOUN1001) or its equivalent.