



These procedures shall serve as a tool for supervisors when hiring student employees and non-affiliated student employees in the Division of Research. These procedures are intended to supplement [University Standard Administrative Procedure 33.99.08.M0.01, Student Employment](#) and [University Standard Administrative Procedure 33.99.08.M1.04, Procedure for Hiring Student Employees](#).

## Student Employees by Definition

- *Student Employee*: a student who is enrolled at Texas A&M University.
- *Non-Affiliated Student Employee*: a student who is enrolled in an institution other than Texas A&M University (e.g. high school, Blinn, or other college or university).
- *Work Study Student*: a student who is awarded Federal or Texas College Work Study funding through Scholarships and Financial Aid.

## Posting Student Employee Positions

Supervisors are required to post the student employee position on the Jobs for Aggies website for at least 5 calendar days. Supervisors are encouraged to visit the [Jobs for Aggies](#) website for helpful information about posting positions and supervising student employees.

A position description is required to post a student worker position and must include the job duties, requirements and key learning objectives of the position. All position descriptions are required to contain an Export Controls statement as well. There must be at least 3 key learning objectives for the position that relate to transferrable skills that can be used in the student's future career. Examples of learning outcomes can be found on the Jobs for Aggies website [here](#) and a sample student worker position description for the Division of Research can be found [here](#).

## The Hiring Process

Supervisors should follow the "Preparing to hire a Student Employee" steps on the [Student Employee Hiring Checklist](#).

During the interview process, ask the applicant if they will be working for another System department. If so, explain to them that their total hours (between both jobs) MUST be 29 hours or less per week if they are hired.

When an applicant is chosen, the supervisor shall complete the [Student Employee Hiring Checklist](#).

- Verify that the student meets the definition of a student or graduate student employee, request proof of enrollment, and verify work study eligibility if applicable.
- Inform the student that employment cannot begin until the student provides original, unexpired [documentation proving identity and employment eligibility](#). There will be no exceptions; photocopies are not acceptable.
- The Research Enterprise Business Services office will send an official offer letter to all incoming student and graduate student employees.

## After the Hire

During the course of the student's employment, the supervisor is responsible for:

- Reviewing the employee's time records (in Workday) for accuracy, ensuring all employees are submitting their time according to the [DOR biweekly pay schedule deadlines](#), and that student employees are not working in excess of 29 hours per week.
- Informing the unit's HR office upon any change in status of the student employee and submitting any forms that may be required.
- [Evaluating](#) each student employee on an annual basis to provide feedback on the student's performance.

## Guidelines for Hiring and Managing Student Employees, continued

### Titles

The following titles may be assigned to student employees based on their job duties.

- Student Assistant/Non-Affiliated Student Assistant - A person with a few special skills and little or no previous training or work experience. A minimum amount of training is necessary to prepare the employee for work. The employee is generally well supervised and jobs are of a routine nature requiring little decision making.
- Student Coordinator/Non-Affiliated Student Coordinator - Persons classified at this level require a moderate to high degree of mental activity and independent judgment in addition to extensive previous training and experience. The work performed involves decision making, responsibility for the safety of persons and property or supervision of other student employees and may be an essential function of departmental operations.
- Student Technician/Non-Affiliated Student Technician - Persons classified at this level must have technical skills, knowledge of the job, or be in a training phase of a technical position, would need little to a moderate amount of supervision, and would occasionally be placed in a supervisory position. Since other student employee classifications require ordinary skills and abilities, the technician classification will be awarded sparingly.
- Student Intern- Contact REBS if you would like to use this title.
- Student Research Assistant (New Title) – This title is reserved for students performing research for faculty or research staff and at least 60% of the job duties must be research activities. This title is not required to be posted on Jobs for Aggies. Contact REBS for additional information.

### Pay Scale

The Division of Research will use the following pay scale, updating it as needed to coincide with the University's pay scale.

Title	Recommended Starting Salary Range: No Experience	Recommended Starting Salary Range: Some Experience
Student Assistant	\$7.25 - \$8.00	\$8.25 - \$10.00
Non-Affiliated Student Assistant	\$7.25 - \$8.00	\$8.25 - \$10.00
Federal or State Workstudy Student	\$7.25 - \$8.00	\$8.25 - \$10.00
Student Coordinator	N/A	\$7.75 - \$12.00
Non-Affiliated Student Coordinator	N/A	\$7.75 - \$12.00
Student Technician	\$7.50 - \$17.00 - case by case basis	
Non-Affiliated Student Technician	\$7.50 - \$17.00 - case by case basis	
Student Intern	\$8.75 - \$17.00 - case by case basis	
Student Research Assistant	\$8.00 - \$9.50	\$10.00 - \$12.00
Graduate Assistant Non-Teaching	13.75 - \$20.00 - case by case basis	
GAR, GAT, GAL	\$1650 - \$2500 - case by case basis	

### Performance Evaluations

[Yearly performance evaluations](#) are required for all student employees and before raises can be awarded.

## Guidelines for Hiring and Managing Student Employees, continued

### Salary Adjustments

Student employees will become eligible for a salary adjustment following six months of employment. Raises shall not occur more than once per year and should ordinarily be given in the amounts of 25¢ or 50¢ based on job performance. Any raise in excess of 50¢ will require additional justification. In order for a student employee to receive a raise or a promotion, a performance evaluation must be completed by the supervisor and submitted to Research Enterprise Business Services along with a [Student Employee Adjustment Request](#). The effective date of the request will be the first day of the following biweekly pay period. Requests for promotions must include an updated list of job duties.

### Hiring Graduate Assistants

The same processes for hiring undergraduate student workers apply to hiring Graduate Assistants except as outlined below. Posting of graduate assistant positions is encouraged, but not required.

### Graduate Assistant Enrollment Requirement

To be classified in a Graduate Assistant title, the student must be enrolled full-time for every semester that they hold that title. If a graduate student does not meet the below hour requirements, they can be hired as a student worker.

- Fall and Spring: 9 Hours
- Summer: 6 Hours

### Graduate Assistant Tuition Assistance

Units should offer tuition assistance to Graduate Assistants provided that their position is directly related to their field of study. Upon notification from supervisors, REBS will process tuition assistance payments for up to 9 hours in the fall and spring semesters and 6 hours in the summer semester. Unless other arrangements are made, tuition payments will be limited to a standard amount, based on standard tuition rates, each academic year. For academic year 2021-2022, the standard rates are \$2,582.01 for fall/spring and \$1,721.34 for summer.

Visit [jobsforaggies.tamuj.edu](http://jobsforaggies.tamuj.edu) or [ogaps.tamu.edu](http://ogaps.tamu.edu) for other useful resources for student employee supervisors.

Questions? Please contact your [HR Liaison](#)