Student Employment Guidelines

General Expectations/Understandings

1. The student should understand that this is a real job and she/he will be treated as an employee. Poor job performance should be addressed and students should improve or be terminated. The student should not be kept in the job simply because she/he is enrolled at Regis or eligible for a Federal Work-Study award. If a supervisor wishes to terminate a student employee, please contact the Financial Aid Office before informing the student of her/his dismissal.

2. The student can expect to be trained and given an opportunity to build work experience.

3. The college and supervisors expect dependability, responsibility and cooperation from student employees, as they would from any College employees.

4. The student should be evaluated by the supervisor and will retain the position based on satisfactory job performance.

Criteria for Evaluation

a. Professionalism (attitude, dress, work habits).
b. Interpersonal skill and professional behavior toward staff, students and faculty.
c. Promptness in carrying out assignments and reporting problems.
d. Ability to respond to requests with enthusiasm.
e. Exercising initiative without the supervisor's direction.
f. Completing assignments or reporting the inability to complete tasks prior to leaving work area.
g. Ability to organize.

Priorities/Deadlines for Student Employment

1. Students with Federal Work-Study awards are given priority for on-campus employment.

2. All payroll documentation must be completed with supervisors and submitted to the Financial Aid Office (in the Center for Student services) before students begin employment.

3. Supervisors may specifically request and contact students based on individual skills.

4. All time cards must be checked for accuracy and approved online using the new Paycom system. See instructions online.

Regis College is an equal opportunity and affirmative action employer and does not discriminate in student employment on the basis of race, ethnic origin, religion, sex or disability.