

PROCEDURES FOR HIRING STUDENT EMPLOYEES

1. Complete the “Request for Budgeted/Work-Study Student Employee” form on the MVCC Intranet under the Job Resource Center campus forms section or on JRC’s Web site under Student Employment. Three forms are available: Online Request for Clerical Employee, Lab Employee and Tutor. The request form must be completely filled out and signed by all designated persons.
2. After the completed form is returned to the JRC, the job will be posted on Moraine Valley’s College Central Network account. All departments with student employees working for the academic year (fall to fall) must complete this form. One request form is sufficient for the entire academic year.
3. Once the position is posted, students’ applications will be sent directly to the hiring supervisor via email.
4. The requester/supervisor is responsible for scheduling interviews for student employee applicants selected from the applications. Upon scheduling the interview, verify with the student that they meet the criteria of being enrolled half-time at MVCC. In the case of a Work-Study position, ask the student to bring their “Work-Study Placement Award” and academic schedule to the interview.

Understanding Work-Study Student Employment

Work-study student employees must meet the same eligibility as budgeted student employees with a few additions. Please see the following:

- a. Student must be enrolled at least half-time at MVCC – (Fall and Spring 6 credit hours and Summer 3 credit hours)
- b. Work-study student employees can only work during the duration of the length of the course.

For example, for summer 2010:

Three-week pre-session	Start Date: May 24, 2010	End Date: June 13, 2010
Eight-week session	Start Date: June 14, 2010	End Date: August 6, 2010
First four-week session	Start Date: June 14, 2010	End Date: July 11, 2010
Second four-week session	Start Date: July 12, 2010	End Date: August 6, 2010

5. Once a hiring decision is made, go to the JRC Intranet site or JRC Web site under Student Employment and complete the “Hiring Recommendation for Student Employee” form and return it to the JRC with the hired student’s application. Also give the student employee the “Newly Hired Student Employee” form, which directs them to come to the JRC office and tells him/her what to bring. Here, students will complete hiring paperwork as well as sign up for a Student Employee Orientation.
6. If the selected student employee is an international student without a Social Security (SS) card, they cannot start working until they have obtained one. Send the student to the JRC office, and JRC will forward the hiring department a form letter which needs to be signed and printed on MVCC letterhead. The JRC also will notify the International Student Affairs office that an international student has been hired. The student will pick up letters

from both offices and bring the letters to the SS office at 108th Street and Roberts Road., Palos Hills. They are now eligible to apply for a SS card.

7. Once the supervisor notifies the JRC that the position is filled, the posting will be removed from College Central Network. When additional and/or replacement students are needed, the requester/supervisor should contact the JRC. The position will then be re-posted on College Central Network.
8. Students interested in additional posted jobs can complete one application for employment to be used for other student employment positions.
9. The JRC will forward the Hiring Recommendation for Student Employment, tax and I-9 forms as well as other paperwork to Human Resources. All tax forms and an I-9 form must be on file in Human Resources before a student employee will be paid.
10. Once Hiring Recommendation for Student Employment, tax and I-9 forms as well as other hiring paperwork are received by Human Resources, the student employee shall be placed on payroll. The above steps are part of the official employment procedure and no student should be allowed to work as a student employee of the college until all steps have been completed. ****No Moraine Valley Community College student will be employed in a student employee position without authorization from the JRC.****