



HAVERFORD COLLEGE STUDENT EMPLOYMENT GUIDE



OFFICE OF HUMAN RESOURCES

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HAVERFORD COLLEGE STUDENT EMPLOYMENT PROGRAM

MISSION STATEMENT

The mission of the student employment program is to provide students with meaningful work experiences that build practical skills particular to a certain function and general skills such as: punctuality, discipline, honesty, thoroughness, teamwork, and problem solving. Building these employment skills works in partnership with the academic program which forwards students' intellectual development in the liberal arts.

Goals

- 1) Support and enhance the career/job preparation success of students attending Haverford
- 2) Maintain a wide array of employment opportunities that include:
 - a) Entry-, mid-, and supervisory-level skills.
 - b) A wide range of work areas such as: dining, facilities, library, conference and events, administrative services, etc.
- 3) Provide developmental and rewarding student employment experiences for those who could benefit from job coaching to gain base-level effectiveness and those who are already highly proficient.
- 4) Make students aware of employment opportunities throughout Haverford campus community via the Center for Career and Professional Advising (CCPA) and the [Part-Time Job Board](#)
- 5) Provide effective student employees with income to support their educational expenses
- 6) Provide quality work in support of Haverford's operations

PROGRAM DESCRIPTION

In keeping with Haverford College's tradition of experiential education, student employment is seen as another aspect of a student's educational experience. The skills and attitudes developed through working are vital components of a student's maturation. The student employment program encourages students to discover and build their own strengths, interests, and work ethic.

Criteria and Parameters:

- The student employment program is available for full-time students who are in good academic and disciplinary standing.
- Announcements of student employment positions (with specific requirements) will be posted on the Center for Careers and Professional Advising website.
- Student employment is limited to no more than 20 hours per week while in academic session.
- Anticipated length of placement (academic term or year) depends on job requirements.
- The student employment program compensates positions based on their academic classification: first year, second year, third, year, fourth year and summer workers.

STUDENT WAGES AND CLASSIFICATION

Academic Standing and Student Employment

All students are permitted to work a maximum of 20 hours per week. All students are non-exempt, hourly employees and are not eligible for any benefits offered to faculty and staff.

Students are allowed to work multiple jobs as long as the total hours worked do not exceed 20 hours per week. The College emphasizes academic priority for all student workers. Should a student fall behind in their academic standing, their hours worked may be reduced or their employment may have to cease.

International Students

All international students are only allowed to work on campus for a maximum of 20 hours per week during the academic year and must be approved by the Director of International Student Services.

However, international students are allowed to work more than 20 hours per week on the college campus during breaks when classes or not in session, i.e. holiday break, spring and summer breaks.

Wages and Levels of Classification

The College currently allows a rate of pay based on the year of the student's enrollment or classification in which the student is working. Below is a pay scale outlining the rate of pay as it relates to the student's year/classification.

***Please know some departments have a different pay scale due to the nature of the work.**

RATE OF PAY	YEAR - CLASSIFICATION	PERIOD OF PAY
\$9.00 Per Hour	First Year Any job on campus	During the academic year August -May <i>(First day of class – commencement day)</i>
\$9.25 Per Hour	Second Year Any job on campus	During the academic year August -May <i>(First day of class – commencement day)</i>
\$ 9.50 Per Hour	Third Year Any job on campus	During the academic year August -May <i>(First day of class – commencement day)</i>
\$ 9.75 Per Hour	Fourth Year Any job on campus	During the academic year August -May <i>(First day of class – commencement day)</i>
\$11.00 Per Hour	All Classifications working on campus during the summer	During the summer break May - August <i>(Day after commencement – Day before first day of class)</i>

Submitting Timesheets

All students must submit their time worked via the Workday App or desktop application. Time worked must be approved by the student's direct supervisor before it is submitted electronically to payroll. See the payroll schedule [\(to be included as link\)](#) for timesheet deadlines in submitting time via Workday.

The Student Employment Program (SEP) is managed by the Office of Human Resources, Student Employment Coordinator and team. The Office of Human Resources is located in Stokes Hall, 2nd floor, Suite 222. **Student Employment Hours are: >>>>>>**

Please contact the following persons should you have any questions regarding the SEP:

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