Job Responsibilities for Student Employees

As a student employee you are a valued member of our department and are expected to perform accordingly. A periodic evaluation of your job performance may be completed based upon the established criteria for your position. Your performance evaluation could possibly include, but may not be limited to, the following criteria:

1. You will be expected to learn and to satisfactorily perform specific duties.
2. You must respect and maintain the confidentiality of any information student workers may come into contact with while on the job.
3. Try to establish a good working relationship with the supervisor and other department members.
4. You are required to accurately and consistently record time worked at the end of each work period.
5. You are expected to arrive on time. If you cannot report for work or need to alter your work schedule, personally notify your supervisor as soon as possible.
6. You are an employee of the university and are expected to remain productive while working. You are not allowed to study, work on class projects, etc. without permission from your immediate supervisor.
7. Your employer will appreciate knowing when you have completed a project or task. Ask for additional work or offer to help in other parts of the work setting if you have available time.
8. Visitors are not permitted during work hours. You are responsible for advising friends of this restriction.
9. Office supplies are to be used for official business only.
10. Personal phone calls should be done on break or lunch time.
11. Dress appropriately for the work setting that you are operating within.
12. All student employees are expected to fulfill their work obligations, working to the end of the semester and possibly through breaks and vacation periods.

A student employee may terminate employment by giving 10 days advance notice. In emergency situations, this notice is negotiable with the supervisor.