

Career Services

Student Employment Success Manual



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On-Campus Student Employment – General Guidelines

Position Classifications

Student Assistant

Student assistants are a classification of part-time positions that permit students to work on campus, while gaining valuable work-related skills.

Federal Work-Study

The federal work-study (FWS) program parallels the student assistant program relative to policies, procedures, and purpose. However, FWS is a form of Financial Aid. It is designed to offer students part-time employment on the Wayne State University campus. *You must have received and accepted a FWS award to be eligible to apply for FWS job openings.*

For additional information about the FWS program, please contact the [Office of Student Financial Aid](#).

*Other categories of student employment **not involved in this manual**, and which are governed by a different set of regulations include: graduate assistants, teaching fellows, research associates, resident advisors, etc.*

Eligibility

As an **undergraduate student**, you must continuously carry at least six (6) credit-hours per semester (12 credit-hours for international students).

As a **graduate student**, you must continuously carry at least four (4) credit-hours during the fall semester, at least four (4) credit-hours during the winter semester, and at least one (1) credit-hour during the spring/summer semester (8 credit-hours for international students during the fall and winter semesters).

While classes are in session, you may work no more than 20 hours per week.

Finding Campus Jobs

You may login to your [Handshake account](#) to view available student assistant and federal work-study opportunities. Most campus positions will require an updated resume and class schedule, which can be uploaded to your Handshake profile. Federal work-study positions will also require that you provide verification of your work-study award.

Employment Conditions

Student assistants and federal work-study students are employed under an hour's work for an hour's pay arrangement. Students who work any four hours continuously must be given a paid fifteen-minute rest period; those who work any six hours continuously must be provided an unpaid lunch period of at least 30 minutes, in addition to the paid fifteen-minute rest period. Students are not paid vacation, holiday, jury duty, or sick pay.

On-Campus Student Employment - Frequently Asked Questions

Can I apply for on-campus jobs before I start classes at WSU?

You must be currently enrolled as a WSU student before being hired as a student employee.

How can I get help with resume assistance and interview preparation?

Please visit [Career Counseling Appointments](#) to schedule an appointment with a Career Counselor within Career Services. You may also contact 313-577-3390 for further assistance.

How many hours can I work per week?

While classes are in session, students may work no more than 20 hours per week.

Can I ever work more than 20 hours per week?

You may work up to 40 hours per week when classes **are not** in session. This would include Spring Break.

Can a graduate research assistant be a student assistant during the same semester?

No, these are conflicting payrolls, and a student cannot be placed on both.

Can I work more than one position at a time?

Yes, granted that they are not on conflicting payrolls, and you do not work more than 20 hours a week between both positions.

What is an off-semester?

An off-semester allows you to work up to 40 hours per week. This option requires supervisor approval and may be declared only one semester within an academic year. Please contact Career Services at 313-577-3390 for more information.

Who do I contact for specific information about on-campus employment?

You may email Arlinda Pringle, Student Employment Coordinator, at ac2000@wayne.edu with specific questions.

What are some tips to help me become a successful student employee?

Please see the list on the following page.



Tips for a Successful Student Employment Experience

1. Academics Come First

As a student employee, academics will always be your number one priority. Your supervisor will do their best to ensure that you are as successful student first.

2. Communicate with your Supervisor

To be a successful student employee, be sure to effectively communicate with your supervisor, especially regarding anything that will affect your work.

3. Be Professional

Professionalism includes using appropriate language, dressing appropriately, and accomplishing your tasks on time and in a proper manner. As a student employee, you may use this time to learn how to act professionally in an office setting.

4. Know Departmental Policies

By knowing your department's policies, you can better understand their do's and don'ts. Having an understanding of the department and their role on campus can help you become a better employee.

5. Be Punctual

Being on time is very important. Arriving to work five to ten minutes early, even virtually, is always a good rule to follow. Always let your supervisor know if you will be late or absent.

6. Ask for Work During Slow Periods

Depending on the department and position, students may experience slow periods, especially during the summer. Talk to your supervisor about volunteering for special projects to help move the department forward.

7. Take the Initiative

Seek opportunities to take the initiative, share ideas and expand your role. This can demonstrate a good work ethic and responsibility as an employee.

8. Be an Ambassador for your Department

Like any employee, students should strive to best represent their department in a professional and respectful way, in or outside the workplace.

9. Learn from your Mistakes

When a mistake is made, be sure to find ways to learn from it. Implement these lessons into future projects or tasks assigned to you.

10. Don't Be Afraid to Ask Questions

Never be too afraid to ask your supervisor questions. If you are uncertain about a task given to you, don't hesitate to ask for clarity on the assignment.

