

University of Science & Arts of Oklahoma

Student Employment Handbook

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PURPOSE OF HANDBOOK

Student employment is a significant way for students to enhance their academic experience by applying practical learning on the job in a supportive and challenging setting. The University of Science & Arts of Oklahoma (USAO) is committed to providing both work-study and part-time, on-campus student employment to benefit both the departments of the University and the students which they employ.

In addition to receiving a competitive hourly wage, there is flexibility in the scheduling of work hours and no costs associated with commuting to the workplace. The number of vacant positions is limited, and applicants are not guaranteed employment.

This handbook includes information regarding USAO’s work-study student employees, and part-time-as-needed student employees. In addition, this handbook will address workplace issues such as: employee termination, equal opportunity, nepotism, sexual misconduct, drugs and alcohol, and student workers’ compensation policies.

For the convenience of our students and employers, this handbook is comprised of eight different sections. It is strongly recommended that students read and understand the rights and responsibilities as a student employee before starting employment in a department on campus. It is also strongly recommended that all supervisors are familiar with this handbook and include this handbook in every new student employee training.

Both student employees and supervisors must be familiar with the guidelines and restrictions outlined in the Student Employee Handbook. Human Resources and the Financial Aid Office reserve the right to remove a student employee and/or position from funding if the rules and procedures outlined below are not followed.

DIVERSITY AND INCLUSION STATEMENT

The University of Science and Arts of Oklahoma is an equal opportunity, affirmative action institution. USAO welcomes applications without regard to age, race, gender or gender identity, pregnancy, national origin, disability, religion, marital or parental status, protected veteran status, military service, genetic information, or sexual orientation. Persons must have proof of legal authority to work in the United States on the first day of employment.

As required by the US Department of Education, employees are required to report violations under Title IX and, under the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act), select individuals are required to report crimes. If this position is identified as a Campus Security Authority (Clery Act), you will be notified, trained, and provided resources for reporting.

For more information, please visit the USAO [Title IX webpage](#).

WHO IS A STUDENT EMPLOYEE

A student employee (or “student worker”) is an individual admitted and attending USAO whose primary goal and function is to be a student. Individuals who do not meet these criteria are not student employees. Example: An individual whose primary role is a worker (full-time or full-time/part-time) but is also a student, does not fall into the category of student worker.

The following are not eligible to be student employees:

- Incoming students who have not yet begun classes, expelled and non-degree seeking students.
- Suspended students may not be student employees during the period of suspension.
- Student athletes may be student employees outside of the context of their participation in their intercollegiate sport. They are not student employees as intercollegiate athletes.
- Students who are ineligible for federal financial aid are prohibited from working through federal work-study under any circumstance.

Termination of student status automatically terminates student employment.

TYPES OF EMPLOYMENT

1. **Federal Work-Study (FWS)**

The Federal Work-Study Program or “Work-Study” is a federally funded work program which provides employment to eligible students with financial need, helping them to earn money to pay educational expenses. To be considered for work-study, students must have a valid FAFSA (Free Application for Federal Student Aid) on file, have demonstrated financial need, and be meeting Satisfactory Academic Progress (SAP).

Student workers who are eligible for work-study will receive an updated Financial Aid offer from the Financial Aid Office once they have been hired by a work-study supervisor.

2. **Part-Time As Needed**

Part-Time as Needed (part time) positions are funded by the University of Science and Arts of Oklahoma's individual departments budgets. These positions are available to student employees who are either not eligible for work-study or for which there is no work-study position available.

CONTACT INFORMATION

1. Federal Work-Study

Work-Study Program Coordinator: 405-574-1251, financialaid@usao.edu

2. Part-Time Needed

Human Resources: 405-574-1225, hr@usao.edu

HIRING PROCEDURES

Federal Work-Study Conditions & Limitations of Employment

Work-Study is a need-based program which provides employment to eligible students with demonstrated financial need. A student must have a valid FAFSA on file for the corresponding academic year to determine eligibility. If a student is interested in determining their eligibility, please contact the Work-Study Program Coordinator.

Work-study positions must not involve constructing, operating, or maintaining any part of a building used for religious worship or sectarian instruction. If that part of the facility is not being used for religious worship or sectarian instruction, the school should make sure that any work the student will perform meets general employment conditions and that other limitations are not violated.

Work-study employment must not displace employees (including those on strike) or impair existing service contracts. Replacement is interpreted as displacement. This includes employment agreements with an organization in the private sector. The organization's employees must not be replaced with work-study students. Replacing a full-time employee whose position was eliminated (for any reason) with a student employee paid with FWS funds is prohibited. Moreover, this prohibition extends to instances where a school first replaces the full-time employee with a student position paid for with college funds.

Work-Study is regulated by the Federal College Work-Study program policies and procedures and the U.S. Fair Labor Standards Act (FLSA). All final rights and responsibilities of the supervisor, student employee, and employer (USAO) must apply according to this law.

Requesting a New Student Employee Position - FWS

Supervisors requesting new student employee positions will be sent the Student Employee Request Form for completion. This form must be completed and returned to the Work-Study Program Coordinator for work-study positions.

New positions will not be considered for approval until all requested information has been provided.

Handshake

Vacant positions for both part-time as needed and work-study positions are posted to [Handshake](#). Work-study positions are tagged with the identifier of “Federal Work-Study” and will be visible to students who are eligible for work-study. Students can apply for any position they choose but can only hold **one** work-study position.

Background Checks

Background checks are **required** for any student participating in the America Reads and Math Counts work-study program and part-time as needed Safety and Security positions. A student applying for these jobs must complete the background check before they can be hired.

Interviews

Supervisors will be notified when a student applies for a position listed on Handshake. After reviewing the student information, the supervisor will need to contact students to arrange interviews.

It is the supervisor's responsibility to notify the student of an official conditional job offer. It is also the supervisor's responsibility to notify all applicants of their hiring decision.

Hiring a Student Employee

Once a supervisor has made an official conditional job offer and it is accepted by the student, the supervisor must contact the Work-Study Program Coordinator or Human Resource personnel before a student can be hired. If the student is eligible for work-study, they will be sent a new financial aid offer.

A new hire email is sent to all new hires. The Work-Study Program Coordinator will send an email to introduce students to the Human Resources office, where all new hire employment paperwork will be completed.

New hire emails contain the following:

- A PDF of state and federal W4's (part-time as needed)
- A job description for the position (work-study)
- A PDF of the employee Handbook (work-study)
- Directions on how to view work-study offer in Self-Service (work-study)
- A list of acceptable documentation to be provided in person for completion of the I-9 employment verification documents (part-time as needed)

The I-9 and Loyalty Oath must be completed in person at the Human Resources office and will not be sent as part of the new hire paperwork email.

A student employee cannot begin work until all new hire paperwork has been completed. Original documents must be presented at the time a student completes their I-9 paperwork; the only exception is a student worker may use a certified copy of a birth certificate.

Photocopies, scans, and faxes will not be accepted.

International Students

International students are not eligible for federal work-study but may work on-campus part-time as needed positions. An F-1 student may accept employment after obtaining a USAO work permit from the Human Resources Office.

To obtain an on-campus work permit the following documents must be brought to the Human Resources Office:

- Valid Passport
- Valid I-94
- Valid I-20 or DS-2019

International students will also have to obtain a Social Security Number (SSN) before they can begin on-campus work. To receive an SSN, international students must show proof of employment to the Social Security Administration. When an international student is hired for an on-campus part-time position, the department hiring the student will need to email the Registrar at registrar@usao.edu. The Registrar will provide a letter to be taken to the Social Security Administration office along with their passport, I-94, and I-20.

International students cannot begin work until these steps have been completed.

Additional information about international student employment can be found in the [International Student Handbook](#) on the Student Life webpage.

Job Descriptions & Authorization Email

Once a student employee has completed their new hire paperwork, and at the beginning of each term a student is eligible to work, a job description will be released to all students participating in federal work-study. Students who have received a job description and authorization email are eligible to begin working for the term.

The job description contains:

- Department position and supervisor
- Contact information for supervisors and signatories
- Department location
- Job location
- Work agreement period
- Rate of pay & Payment schedule
- Job purpose
- Job qualifications
- Duties and responsibilities

Job descriptions will be sent to supervisors with a list of students that have been authorized to begin working for the term. Students who have not been authorized for work will be denoted in **red**. If changes to a position need to be made (ex: change in supervisor, position, etc.) then the Work-Study Coordinator must be notified in advance. This ensures that all changes are correctly reflected in the necessary paperwork. If a new supervisor has been appointed for a work-study position, the Work-Study Coordinator must be updated before job descriptions go out at the start of each term.

STUDENT EMPLOYMENT INFORMATION

Attendance and Work Schedule Guidance

Student employees in the work-study program are permitted to work during the work period specified in the job description. The work period agreement dates will not precede the beginning date of a semester or extend past the ending date of a semester. Part-time as needed student employees will need to work with the Human Resources department and their supervisor to determine their work schedule.

It is recommended that supervisors and students construct a work schedule that is tailored to the students' needs and be as flexible as possible. If a student cannot work their regularly scheduled hours for whatever reason, the student's supervisor should be made aware of the absence ahead of time.

Student employees are not allowed to work during scheduled class time.

Supervisors of student workers should keep in mind that a student's primary objective at the University is academic. Supervisors should not schedule students to work hours, or during certain times, which would be expected to lead to a detriment to their coursework.

Completing assigned tasks should be the priority for student employees when they are working. However, if there are no tasks available, then a student employee may be allowed to study at the discretion of their supervisor. There is no guaranteed study time in any job.

Downtime and Holidays

Student employees may not work during periods of non-enrollment unless prior approval has been given by the Work-Study Program Coordinator and/or Human Resources. If approved to work during "downtime" a student employee must be enrolled in the following term.

Student employees participating in the federal work-study program are prohibited from working during federal holidays. These holidays include:

- New Year's Day
- Martin Luther King Jr. Day
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day

Additional Hours, Overtime, and Make Up Hours

Student employees are assigned a dollar amount based on a specific number of hours of work each week. Unless **special approval** has been given by the Work-Study Program Coordinator or Human Resources, student employees cannot work more than 10 hours per week in a work-study position and cannot work more than 20 hours per week in a part-time as needed position.

Student workers who work as both a part-time as needed and work-study employee cannot work more than a combined 20 hours per week or 40 hours per pay period. There is no overtime for work-study positions. Overtime must be approved ahead of time by the Vice-President of Business and Finance for part-time as needed positions.

Students can make up hours they have missed while sick or in emergency situations. The timeline to make up hours is limited to the current two week pay period or the following two week pay period. Hours cannot be made up after this point. Make-up hours will not apply to hours missed while taking vacation, federal holidays, or other scheduled breaks at USAO. The number of hours that can be made up is limited to 5 hours a week. Make up hours must be denoted on the timesheet as make up hours by the student employee's supervisor.

On Campus vs Remote Work

USAO student employee positions are in-person and on campus. Students may not work at a remote or alternate work location. The only exception to this policy is the America Reads and Math Count tutors.

Timesheets

Timesheets are due every two weeks on the final Friday of each pay period. Student employees who work Saturdays have until noon on the following Monday unless notified otherwise by the Work-Study Coordinator or Payroll Clerk. An email will be sent out reminding supervisors of the due date for each pay period. All timesheets must be submitted to the payroll clerk in the Human Resources office.

Student employees and supervisors are responsible for accurately completing their timesheets each week and submitting them by the due date. Work-study students that are not represented by a timesheet within any four-week period will be removed from the program.

Late or incomplete timesheets may not be paid until the next scheduled pay period.

Weather Related Cancelations

Weather related cancelations are not to be counted as hours worked and can be made up in accordance with the make-up hours guidelines. In the case of a major disaster, the Financial Aid Office will let student employee supervisors and disaster-affected federal work-study employees know about flexibility options.

Wages

The current wage rate for most Federal Work-Study positions is \$8.00 an hour. The wage rate will not be lower than the wage rate required under section 6(a) of the Fair Labor Standards Act of 1928.

Part-time as needed wage rates are determined by the department and/or office hiring the student and the Human Resources department.

Fringe Benefits

Paid leave time is considered a fringe benefit and cannot be part of Federal Work-Study compensation paid. A school is not permitted to use either the federal or the institutional share to provide fringe benefits such as: sick leave, vacation pay, holiday pay, employer's contributions to Social Security, workers' compensation, retirement, or any other welfare or insurance program.

Student employees who work part-time as needed hours are not eligible to receive fringe benefits.

Paychecks

Paychecks are issued two weeks after the submitting of a timesheet. All student employees receive paper checks for hours worked. Paper checks can be picked up in the Business Office, Troutt Hall 220. Student employees must present their student ID to receive their check.

Work-study paychecks are not subject to wage garnishment.

Unpaid Time/Volunteering

The Fair Labor Standards Act of 1938, as amended, prohibits employers (including schools) from accepting voluntary services from any paid employee.

Any student employed under federal work-study or part-time as needed must be paid for all hours worked.

Leaving a Position

A student may resign from their position at any time. If a student employee chooses to vacate their position, it is customary to give two weeks' notice, if possible, to their supervisor. This does not apply to graduating students.

The Work-Study Program Coordinator or Human Resources must be notified immediately upon a student employee resigning from a position and a final timesheet must be submitted with student employees' final hours worked.

Termination

Supervisors may terminate the employment of a student employee whose job performance, conduct and/or dependability is unacceptable according to departmental and student employee standards. Supervisors are responsible for documenting the termination and notifying the Work-Study Program Coordinator and/or HR. Improper use of university property, breaking confidentiality, and falsification of timesheets will result in termination.

A final timesheet with any unpaid hours must be submitted to the Human Resources Office immediately upon terminating a student employee. Student employees must be paid for any hours worked once they are hired and have completed all new hire paperwork.

If supervisors have questions about how to terminate a position, they may visit the Human Resources department.

Re-hires & Transfers

Students may change jobs while employed as work-studies and/or part-time as needed employees. It is the student's responsibility to notify their supervisor and either Human Resources or the Work-Study Program Coordinator of their job change. Work-study students will not be paid at their new position until a new job description and authorization email have been sent.

Student employees who leave a job are eligible to be re-hired if they maintain student eligibility for work-study and part-time as needed positions.

STUDENT EMPLOYEE POLICIES

Copyright Policy

USAO complies with the Digital Millennium Copyright Act (DMCA).

Dress Code

All USAO employees are expected to wear clothing that is appropriate for the job and work site. Clothing and appearance should be neat, clean, in good business taste and shall not constitute a safety hazard. USAO is a professional organization that interfaces with other state agencies, the business community, alumni and donors, prospective students, and parents. As such, employees shall make reasonable efforts to project a professional public image.

Employees shall practice good personal hygiene, select attire that is clean and in good repair, and present a professional image while representing the university. Administration may make exceptions for special occasions. Employees shall not wear clothing that is unsafe for their work environments. Shoes should be selected for safety and comfort and be otherwise appropriate for a work setting. Supervisors will be responsible for determining whether attire is unprofessional on a case-by-case basis.

The list below contains examples of items that are never acceptable while at or representing USAO:

- Rubber flip flops
- Clothing with potentially offensive graphics or words
- Overalls, sweats, pajamas, strapless tops, workout clothes or jogging suits
- Hats or caps, unless medically necessary
- Jeans or pants with substantial holes, frays, cuts, or stains
- Leggings unless worn with an appropriate length dress, skirt or top
- Halter tops, sheer or revealing clothing (e.g., bare midriffs, short miniskirts, tube tops)
- Spaghetti-strap tops or dresses unless covered by a jacket or sweater
- T-shirts (except on Spirit Fridays).

Supervisors should make clear to their student employees what is and is not appropriate. If the student is unclear about what is appropriate, then they should contact their direct supervisor for clarification. Supervisors must send an employee who reports to work in violation of the established dress requirement home with instructions to change into acceptable clothing and return to work.

Family Educations Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act of 1974 is a federal law which requires that:

- A written institutional policy must be established and
- A statement of adopted procedures covering privacy rights of students must be made available via annual notice in the catalog to currently enrolled students.

USAO shall maintain the confidentiality of educational records in accordance with the provisions of the Act and shall accord all the rights under the Act to eligible students who are attending or attended the University.

Student employees may have access to educational and financial records containing personally identifiable information about current and former students, the unauthorized disclosure of which is prohibited by the previously disclosed Act.

If it is found that a student has violated FERPA, they will be immediately terminated from their position and will be reported to the Dean of Students for appropriate disciplinary action. Student employees who have access to student records will undergo FERPA training and may be required to sign the FERPA agreement.

The full FERPA statement can be found in the [course catalog](#).

Nepotism

Student Employees may not be supervised directly or indirectly by another person related to them by blood or marriage.

Policy on Romantic and/or Sexual Conduct with Students and Supervisors

All faculty, staff, and student supervisors are held to the standards set forth in USAO personnel policies. Supervisors of student employees must not engage in romantic and/or sexual conduct with an employee who reports directly or indirectly to them.

Supervisors include:

- Faculty
- Staff, includes full-time/part-time employees.
- Students who oversee their peers while working as student employees.

Social Media Policy

Student employees shall not disclose confidential or proprietary information about the University of Science and Arts of Oklahoma, students, employees, or alumni. Disseminating any confidential information through social media is prohibited. This includes posting text messages, phone calls, pictures, audio recordings, or video recordings through any social media platform (I.e., Instagram, Snapchat, Facebook, Yik Yak, Tik Tok, etc.) Student employees must follow the applicable federal requirements such as FERPA and Health Insurance Portability and Accountability Act (HIPAA). Student employees must adhere to all university privacy and confidentiality policies.

Student employees who disclose confidential information will be terminated from their position.

Student Employee Grievances

If a student employee has a work-related concern or needs to file a grievance about their workplace or supervisor, they can contact the Human Resource office at hr@usao.edu or call 405-574-1225.

Examples of an employee grievance or workplace concern are:

- Exceeding 30 hours in a pay period (two-weeks).
- Complaint about egregious supervisor behavior.
- Unsafe work environment (harassment, quid pro quo, threatening co-worker, etc.)
- Being asked to volunteer hours for a job you have been hired for.

Student Employee Injury on the Job

All employees of USAO are covered by Workers' Compensation automatically when they are placed on the payroll. Workers' Compensation covers only those accidental injuries and occupational diseases or infections arising out of and in the course of employment. Incurred costs are screened by the State Insurance Fund to ensure the charges are usual, reasonable, and customary.

If injury occurs, a student employees' supervisor should be immediately notified so medical attention can be provided. Supervisors must notify Human Resources at 405-574-1225 or hr@usao.edu, as soon as possible after an accident so all necessary paperwork and claims can be filed.

Use of University Property, Equipment and Resources

The use of USAO property and resources by student employees shall be limited to USAO business and not personal use.

This includes:

- Facilities
- Supplies
- Computers
- Equipment (telephones, faxes, copy machines, tablets, printers, etc.)

All records (including e-mail, voice mail and other messages) generated or stored on USAO computers or network systems are considered USAO records. USAO reserves the right to access and disclose, at any time and for any purpose, all records sent over or stored in its systems. A person's use of USAO computers and/or systems constitutes his or her consent to this access and disclosure.

Problems with USAO equipment should be immediately reported to your supervisor.

Tobacco and Drug Free Campus

The University of USAO of Oklahoma is a tobacco, drug, and smoke free campus. USAO policies can be viewed in the [Student Handbook](#).

APPENDIX A – Forms

Sample Time Sheet(s)

Sample Federal Work-Study Job Description

Student Employee Request Form

EXAMPLE

Fall 2022 Federal Work Study Time Sheet

University of Science and Arts of Oklahoma

Last Name: Doe First: John MI: F

ID Number: 10 00112345 Department: Campus Co-Op

- Students **must** sign and return their permission slip to the Financial Aid Office before they will be eligible to work.
- Student employees should keep this time card up-to-date by filling in hours worked daily.

ROUND TO THE NEAREST 15 MINUTES

TIME PERIOD (CIRCLE ONE)

08/22/22-08/27/22

08/28/22-09/10/22

(09/11/22-09/24/22)

09/25/22-10/08/22

10/09/22-10/22/22

10/23/22-11/05/22

11/06/22-11/19/22

11/20/22-12/02/22

WEEK 1	HOURS WORKED	WEEK 2	HOURS WORKED
SUN		SUN	
MON	4	MON	3
TUES		TUES	3
WED	4	WED	2
THURS		THURS	2
FRI	2	FRI	
SAT		SAT	
WEEKLY TOTAL	10	WEEKLY TOTAL	10

Actual hours worked must be recorded in these columns. Scheduled hours (i.e., 7-11, 8-12) should not be recorded here.

Students can work up to 10 hours a week. Special approval from the financial aid office must occur before a student can work over 10 hours in a week and over 20 hours in a pay period.

TIME SHEETS ARE DUE ON THE FINAL FRIDAY OF EACH PAY PERIOD. STUDENTS WORKING SATURDAYS HAVE UNTIL NOON THE FOLLOWING MONDAY UNLESS OTHERWISE STATED.

TOTAL HOURS WORKED 20

*****STUDENTS MAY NOT WORK WHEN THEY ARE SCHEDULED TO ATTEND CLASSES*****

HOLIDAYS (DO NOT WORK)

September 5, 2022 (Labor Day)
November 24, 2022 (Thanksgiving)

Students are not permitted to work during federal holidays. Please keep these dates in mind. Students have the right to refuse a supervisor's request to work on a holiday.

We certify that this is an accurate log of hours worked.

Employee's Signature: John Doe
Supervisor's Signature: Bob Bobberton III

MUST BE TURNED IN BY A SUPERVISOR OR BY THE STUDENT IN A SIGNED, SEALED ENVELOPE

EXAMPLE

Fall 2022 Federal Work Study Time Sheet

University of Science and Arts of Oklahoma

Last Name: _____ First: _____ MI: _____

ID Number: _____ Department: _____

- Students **must** sign and return their permission slip to the Financial Aid Office before they will be eligible to work.
- Student employees should keep this time card up-to-date by filling in hours worked daily.

*****ROUND TO THE NEAREST 15 MINUTES*****

TIME PERIOD (CHECK ONE)

08/22/22-08/27/22

08/28/22-09/10/22

09/11/22-09/24/22

09/25/22-10/08/22

10/09/22-10/22/22

10/23/22-11/05/22

11/06/22-11/19/22

11/20/22-12/02/22

WEEK 1	HOURS WORKED	WEEK 2	HOURS WORKED
SUN		SUN	
MON		MON	
TUES		TUES	
WED		WED	
THURS		THURS	
FRI		FRI	
SAT		SAT	
WEEKLY TOTAL		WEEKLY TOTAL	

Actual hours worked must be recorded in these columns. Scheduled hours (i.e., 7-11, 8-12) should not be recorded here.

Students can work up to 10 hours a week. Special approval from the financial aid office must occur before a student can work over 10 hours in a week and over 20 hours in a pay period.

TIME SHEETS ARE DUE ON THE FINAL FRIDAY OF EACH PAY PERIOD. STUDENTS WORKING SATURDAYS HAVE UNTIL NOON THE FOLLOWING MONDAY UNLESS OTHERWISE STATED.

TOTAL HOURS WORKED

*******STUDENTS MAY NOT WORK WHEN THEY ARE SCHEDULED TO ATTEND CLASSES*******

HOLIDAYS (DO NOT WORK)

September 5, 2022 (Labor Day)

November 24, 2022 (Thanksgiving)

Students are not permitted to work during federal holidays. Please keep these dates in mind. Students have the right to refuse a supervisor's request to work on a holiday.

We certify that this is an accurate log of hours worked.

If a student and supervisor are filling out the pdf version of their time sheet to turn in - the signatures must be digital. Typed signatures will not be accepted and will result in the time sheet being returned to the supervisor.

Employee's Signature: John Doe

Supervisor's Signature: Bob Bobberton III

Digital or physical signatures are required. No typed signatures will be accepted.

⚡ MUST BE TURNED IN BY A SUPERVISOR OR BY THE STUDENT IN A SIGNED, SEALED ENVELOPE

EXAMPLE

University of Science & Arts of Oklahoma
1727 W. Alabama Ave., Chickasha, OK 73018

USAO Food Pantry Food Pantry Student Worker

Supervisor: John Doe

Email: jdoe@usao.edu

Office Phone Number: 405-574-0000

Department Location: Nash Library 101

Job Location: Lawson Court Clubhouse

Work Period Agreement: The work period agreement spans the duration of a semester. Work performed during periods of non-attendance or intermission periods like winter break must be approved through the financial aid office two weeks prior to work being performed. The summer session requires that a student be requested by the supervisor, enrolled in courses, work-study eligible, and approved by the financial aid office.

Included below are the current work periods in the 2024-2025 academic year:

Fall 2024 – 08/26/2024 – 12/06/2024

Spring 2025 – 01/16/2024 – 05/02/2024

Summer 2025 – 05/05/2024 – 08/13/2025

Work period agreement denotes when a student can begin and cease working.

Job Purpose:

To support the mission of the food pantry by helping the staff of the food pantry manage inventory of food(s) available to the USAO student community and to help assist the restocking of food pantry needs.

Job Qualifications:

- Full-time USAO Student.
- Follow basic food safety guidelines.
- Handle extensive contact with students.
- Be punctual, dependable, and reliable.
- Listen, be polite, and serve in a professional manner, no matter the circumstance.

Duties and Responsibilities:

- Protect the confidentiality of pantry users.
- Check expiration dates on food and move items with closet expiration dates to the front.
- Fulfill users' food request forms.
- Check items that have been donated to make sure they are sealed and not expired.
- Sort through food items daily and discard any damaged or expired food.
- Help unload groceries into pantry, take recycling out, and restock.
- Be able to deliver items to students if needed.
- Other duties/responsibilities as assigned.

Wage & Payment Schedule:

This position is set at \$8.00 an hour. Payment is issued two weeks after a timesheet is submitted. If a timesheet is submitted late, payment will not be issued until the following pay period.



EXAMPLE

Student Employment Request Form

Please Contact the Financial Aid Office with any questions.
Federal Work-Study Contact: financialaid@usao.edu/405-574-1251

Department and Supervisor Information

Department Name:		Department Location:	
Supervisor Name:		Supervisor Office Phone Number & Email:	

Job Information

Student Employment Type: FWS			
Student Job Title:		Job Location:	
Number of Positions:		Term Requested: Fall Spring	
Evening Work: Yes No	Weekend Work: Yes No	Major Preference:	Hourly Rate:
Job Purpose:			
Duties & Responsibilities:			
Qualifications and Skills:			