

Student Employee Supervisor Information

- Federal regulations require that a job description be on file for each Student Worker position. If the job description requires updates, please request a new form from Career Services.
- Student Workers must be enrolled at CCM for a minimum of a 3-credit course each semester.
- Hours offered to a student should be based on department need. Students can work a maximum of 19.5 hours per week during a semester. During breaks & summer students can work up to 24.5 hours per week.
- Students may not be permitted to work when they are scheduled to be in class even if a class is cancelled.
- Confirm with student worker their understanding of the payroll timeline and time entry. Student time entry training is provided by Human Resources during the onboarding process.
- Supervisors need to monitor both Federal Work Study and non- Federal Work Study students to ensure funds are available.
- Supervisors are encouraged to maintain open communication with Student Workers and to provide guidance and instruction when needed. A Supervisor Assessment is provided by Career Services and may be presented and discussed with a Student Worker at the beginning and end of assignment.
- Inform Career Services when student is no longer employed with department.
- Training for Supervisors is provided by Career Services.