

Student Worker Cheat Sheet

To assist faculty and staff who want to hire a student worker

Funding

College Funding	Grant/Professorship/Project Funding
Submit Request	Submit budget (email haley@unl.edu)
Due May 1 for upcoming year	Anytime
Only pre-approved job descriptions eligible	New job descriptions allowed, pre-approved can be used

Position Description: required for all positions, pick from approved list or send new description to director of operations

Pay Rate: based on classification, pre-approved list is pre-classified, new descriptions will be classified by director of operations

Job Level	Starting Rate (per hour)	Positions
1	\$10	Dean's Office Associate, Research Assistant
2	\$11.25	Ambassador, Lab Assistant, Checkout Room, Research Assistant, Sports Staff
3	\$12.50	Experience Lab Lead

Advertisements: required for all student worker positions, minimum of 5 business days, Handshake & Career Bulletin

1. Send description to Career Development Specialist who will post in Handshake and Career Bulletin
2. Send description to Communications Coordinator who will open application on student worker page

Applications: students must apply to be considered, all who apply by deadline must be reviewed

Interviews: Encouraged, not required

Communication: Supervisor must notify ALL applicants in a timely fashion

Initiating an appointment

1. Send selected applications to brbc@unl.edu
 - a. BRBC will communicate with student to get paperwork complete
 - b. You will know it's done when they show up in Firefly>MyStaff
 - c. Students cannot work before appointment is entered

Length of appointment: one term (semester) at a time, extensions are part of review process, no new application for an extension

Reviews: required at the end of each semester, process on back, supervisor will indicate overall performance level and whether an extension is needed

Deadlines:

- Fall Semester: Dec. 1
- Spring Semester: May 1
- Summer: July 1

Raises: annually, .25\$ for any student who scores at least a meets expectation on all reviews during previous year, \$.50 for any student who rates an exceeds expectations on ALL reviews during previous year; none for students who get a needs improvement on any review during previous year; calculated by brbc

Development: Husker work participation is required for all students (and supervisors) who receive college funding and are in their first or second year of employment.