



# UNDERGRADUATE ASSISTANTSHIPS

## Southern Illinois University Carbondale Policy and Procedures

### **Overview**

The Undergraduate Assistantship program provides on-campus, paraprofessional employment opportunities for SIUC undergraduate students. Students selected for an Undergraduate Assistantship are able to work directly with a faculty member or professional level staff member in a position that is related to their career/academic discipline. These positions are salaried and students will be able to earn up to \$800 per month. The Undergraduate Assistantship does not provide a tuition waiver to the student.

This program will be coordinated through the financial Aid Office. Positions are available for Fall and Spring semesters. Summer employment may be possible, depending on the availability of funds.

### **Undergraduate Assistantship Policy**

#### General Eligibility:

- Undergraduate Assistantships are available throughout campus for both academic and non-academic departments. Every effort should be made to distribute these positions across campus and academic disciplines as broadly as possible.
- Undergraduate Assistantships are salaried positions. Students are paid on a monthly basis. Students who work 10 hours per week will be paid \$400/month, 15 hours per week will be paid \$600/month, and 20 hours per week will be paid \$800/month.
- Undergraduate Assistantships do not provide a tuition waiver.
- Undergraduate Assistantships are not eligible for Federal Work-Study funding.
  
- Position eligibility:
- Undergraduate Assistantships are a paraprofessional employment opportunity for the student. These positions must provide a level of service or responsibility different from that of other student employment positions within the department. It is the department's responsibility to assure that this distinction exists.
- Undergraduate Assistantships must be different from graduate assistantship positions within the department. It is the department's responsibility to assure that this distinction exists.
- Undergraduate Assistantships may not participate directly in the teaching of a course.
- Undergraduate Assistantships should be related to the students' career/academic discipline. It is the department's responsibility to assure that this relationship exists between the position and the selected student.
- Undergraduate Assistants must have direct, ongoing contact with a faculty member or professional level staff member.
- Undergraduate Assistants are paid from state funds. Funds will be transferred to the department for approved positions. The department is responsible for having access to a state account to hire and pay an Undergraduate Assistant.

#### Student Eligibility:

- Preference will be given to students who are juniors or seniors.
- Students must have an SIUC cumulative grade point average of 2.25 or higher to participate in the program. If the student is an incoming transfer student, he/she must have a 2.25 or higher grade point average from their previous school(s).
- Students must have and maintain full-time enrollment (12 hours). Exceptions may be made for students who are in their last semester and need less than 12 hours to graduate. Confirming documentation for this exception will be required from the students' academic advisor.
- The University policies regarding students holding multiple positions will apply for this program.

- Students may hold an Undergraduate Assistantship position for up to two years, but must re-apply each year.
- Security-sensitive positions require the University to conduct a pre-employment background investigation on the employee, which includes a criminal background check, before any offer of employment is made.
- An appeals process is available for students who do not meet the eligibility criteria.

### **Undergraduate Assistantship Procedures**

- the university community is notified of the Undergraduate Assistantship program and encouraged to create positions and submit an application request.
- Hiring departments obtain the application forms from the Administrative Information Systems (AIS) Electronic Forms (E-Forms) web site <http://ums2.siu.edu:8000/SIU/index.html>. Departments complete the Undergraduate Assistantship application to Request Position and Undergraduate Assistantship Position Description forms for each position being requested. The completed forms are submitted to the Financial Aid Office.
- a university committee reviews the applications and selects positions for funding. These positions are available for both academic and non-academic departments and every effort should be made to distribute these positions as broadly across campus and majors/disciplines as possible. All applicants will be notified of the committee's decision.
- the selected positions are posted to the financial aid Office web site so that qualified students have an opportunity to apply.
- the student community is notified of the Undergraduate Assistantship program. Students with a 2.25 grade point average and higher will be encouraged to review the web site and to apply for these positions. Each student will follow the application procedures detailed by the department. All positions must be posted on the web site for a least one week.
- The hiring department interviews candidates and selects the student they wish to hire. The department will send the name and student identification number of the candidate to the financial department will send the name and student identification number of the candidate to the Financial aid Office for review to assure that the student meets the student eligibility criteria. If approved, the financial Aid Office will notify the department that they can proceed with the hiring process.
- The department obtains and completes the following hiring forms:
  - Notice of Undergraduate Assistant Appointment (AIS E-Forms)
  - Personal and Professional Data Sheet (AIS E-Forms)
  - W-4/IL W-4 Tax Forms
  - Electronic Direct Deposit Form
  - I-9 Form
  - A21 Distribution of Effort form (if applicable)
- The student selected must meet the position criteria provided on the application to Request Position form. The departmental signatures on the hiring documents indicate that the selected student meets those requirements. The completed forms are sent to the Financial Aid Office for processing.
- Students will be paid monthly on the first of every month.
- the Financial Aid Office will monitor Undergraduate Assistants to assure they continue to meet the student eligibility criteria. Students who do not continue to meet the student eligibility criteria will be terminated from the position, unless an appeal is approved.
- The supervisor should evaluate the student at the mid-point of the appointment. Students who are not meeting the expectations of the Undergraduate Assistantship appointment may be terminated.