

MANUAL Student Employment Office Office of Career Services	SECTION Student Temporary Service	PAGE 1 / 1
SUBJECT <i>General Information on Student Temporary Service</i>		REVISED

Another service of the Student Employment Office is the Student Temporary Service. The Student Temporary Service recruits competent, qualified students who will work for departments on a temporary basis.

Departments first need to decide on the part-time temporary job that needs to be completed, approximate dates of employment, qualifications and prior job knowledge. Then, notify the Student Employment Office. The Coordinator for the Student Temporary Service will review the position and decide on the rate of pay.

Departments should allow at least two to three days for the Student Temporary Service to fill the position. The Coordinator will then assign an employee from the pool of students to the job, informing them of the nature of the work, length of the job, and any other pertinent information and send that employee to the department to begin working.

The Student Temporary Service will call the employing department to verify that the temporary employee is on the job. The Coordinator for Student Temporary Service will take care of all payroll processing, billing the department for the student's salary plus a 10% per hour service fee.