

Student Employment Types

Please see the link to System Offices policy in regards to students: <https://policies.tamus.edu/33-99-08.pdf>.

1. I want to hire a Student Worker/Student Technician

A student worker or student technician is a student who is enrolled at any Texas A&M University campus.

Student Worker:

This is a student with a few special skills and little or no previous training or work experience that will perform administrative work and will support the general office in tasks and projects. Please see the [Student Worker Hiring Process Summary](#) for hiring steps.

Student Technician:

This is a student that must have technical skills, knowledge of the job, or be in a training phase of a technical position who will support the general office by performing technical tasks and projects. Please see the [Student Worker Hiring Process Summary](#) for hiring steps.

Non-Affiliated Student Worker/Technician:

A Non-Affiliated Student Worker/Technician is a student who is enrolled in an institution other than a Texas A&M University campus (e.g., enrolled in high schools, junior colleges, other colleges and universities). Please see the [Student Worker Hiring Process Summary](#) for hiring steps.

2. I want to hire a Student Intern

A student intern is a student who is enrolled in a course or program at any Texas A&M University campus or non-affiliated Universities, in which employment at the System Offices counts towards course credit. The duties for an intern should be beyond those of a typical student worker with specific goals listed for the student to achieve throughout the duration of his/her employment that are related to the student's career path.

The requirements for hiring a student intern (paid or unpaid) are described below:

Paid: The department must provide:

1. Request memo from the department - Ensures the "primary-beneficiary test" from the DOL is satisfied (reference section 5 of the System Regulation [33.99.08 Student Employment](#))

and this arrangement is considered an internship with no expectation of continued employment when the internship ends.

2. Learning Agreement from the student's college – Confirms academic course credit is being earned by the intern. This form/agreement comes in many different formats. The intern will work with his/her college to obtain the form/agreement.
3. Resume from the student.
4. Background Check Authorization form – The intern should email the completed form directly to vhobma@tamus.edu, as a password protected document, the password should be sent in a separate email.

Unpaid: The department must provide:

1. Request memo from the department - Ensures the “primary-beneficiary test” from the DOL is satisfied (reference section 5 of the System Regulation [33.99.08 Student Employment](#)) and this arrangement is considered an internship with no expectation of continued employment when the internship ends.
2. Learning Agreement from the student's college – Which confirms academic course credit is being earned by the intern. This form/agreement comes in many different formats. The intern typically works with his/her college as they have a form/agreement that is used.
3. Intern/Volunteer Waiver – Ensures the intern is aware this is an unpaid internship.
4. Resume from the student.
5. Background Check Authorization form – The intern should email this form directly to Vera Hobma, vhobma@tamus.edu, as a password protected document, the password should be sent in a separate email.

6. I want to hire a Graduate Assistant (Non-Teaching)

A Graduate Assistant is a student who is currently enrolled at any Texas A&M University campus or unaffiliated university at the graduate level seeking employment. Graduate Assistants may be placed in budgeted positions.

Non-Teaching: The department must follow the [Student Worker Hiring Process Summary](#) for hiring steps.

*** if hiring a graduate student currently employed in a teaching/non-teaching position, the hiring department *must* have documented approval from the graduate's college allowing the additional employment. The department is responsible for obtaining this approval each academic term for the duration of employment and providing a copy to Human Resources.