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.