| Merritt College | | Document # MSOP5 |
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| Business and Administrative Services | | Revised Date: 7-25-14 |
| Standard Operating Procedure | | |

| Document #<br>**MSOP5** | Title:<br>**Student Employment – College Work Study Employees** | Print Date:<br>**7-25-2014** |
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| Revision #<br>**1.0** | Prepared By:<br>**Dr. Dativa Del Rosario** | Date Prepared:<br>**7-25-2014** |

**Purpose:**    To provide procedures for hiring student workers through General Unrestricted and Restricted Funds, Financial Aid Work Study Grant and other funds employing students at Merritt College.

**Scope:**    This guide applies to all student employees.

**Responsibilities:**

> **Financial Aid Specialist**
>
> **Dean of Special Programs and Grants**
>
> **Vice President of Student Services**

**Definitions and Abbreviations**

Student employees are those individuals registered for classes who hold employment in non-academic student positions who are hired on a temporary and/or part time basis.

**Procedure:**

## 1.0    COMPLETE FAFSA APPLICATION

1.1    Students interested in the work study grant fill out the FAFSA application and indicate in the check box provided.

1.2    The Financial Aid Specialist reviews the application and determines if students are qualified or awarded the work study grant.

1.3    If awarded or qualified, the student will have an initial interview with the Financial Aid Specialist.

## 2.0    DEPARTMENT'S MATCH/REQUEST TO HIRE STUDENT WORKER

2.1    Departments interested in hiring a college work study employee will fill out the "Request to Hire Student Assistant/Aide" and the "Placement Office Referral for Student Assistant/Aide".

2.2    The Financial Aid Specialist reviews the 'Request to Hire Student Assistant/Aide' form and refers a potential candidate to the department.

2.3    The hiring Department Manager will interview the referred student and advise the Financial Aid Specialist of the hire if decided.

2.4    If the department decides to hire the referred student, a student application packet must be completed and submitted to the Financial Aid Specialist. If the referred student is not hired by the department, the Financial Aid Specialist will look for another referral for that department.


## 3.0    FINANCIAL AID SPECIALIST'S EVALUATION

3.1    Upon receipt of the completed packet, the Financial Aid Specialist will evaluate the requirements of the department, the length of time needed and the budget required for the duration of the employment.

3.2    The Financial Aid Specialist evaluates the application and determines the amount of funding the student is qualified to receive.

3.3    Upon advice from the hiring department of the qualified candidate, the Financial Aid Specialist will initiate an ePAF and forward all hiring documents to the Peralta Community College District Human Resources.


## 4.0    STUDENT WORKER  ePAFs

4.1     Approval process flows in this order:  (1) Initiator, (2) Cost Center Manager, (3) Financial Aid Coordinator, (4) Vice President (by cost center), (5) Business Office Staff, (6) Business Office Manager, (7) to the District.

**Effectiveness Criteria:**

- This procedure is to serve as a guide to hiring student workers.

**Forms/Records:**

| Form # | Record Retention | |
|---|---|---|
| **Required by Standard** | | |
| 1.  FAFSA Application | | |
| 2.  Request to Hire Student Assistant | | |
| 3.  Placement Office Referral for Student Assistant | | |
| 4.  Completed Application Packet per Human Resources Requirement for Student Employees | | |

**Revision History:**

| Revision | Date | Description of changes |
|---|---|---|
| 1.0 | 7/25/14 | Initial Release |