

## **Student Employment Hiring Process**

Effective August 1, 2021

### **Job Postings**

- Openings for student employment for the fall 2021 semester will be listed on the Montserrat website at <http://www.montserrat.edu/student-life/student-employment.php>.
- An email will go out to all students, at once, in mid-August to notify students that open positions have been posted.
- The student employment page will continuously be updated with additional openings, so please continue to check the website throughout the fall semester.

### **Application Requirements**

- All students (new hires or returning students) are now required to submit a class schedule, current resume, cover letter or Statement of Interest to apply to all on campus student employment positions.
- Resume materials and class schedules must be submitted directly to each supervisor listed on the student employment job posting.

### **Student Employment Policies**

- All students are only allowed to work a maximum of 15 hours per week.
- It is strongly recommended that students do not hold more than one job on campus. This policy is to ensure that all students who qualify are able to find employment on campus.
- There is a limit of two jobs per student, per semester.
- Students may NOT cover additional shifts during scheduled class time, even if classes are canceled.
- Student must submit a set work schedule, upon hire, to the HR department

Additional policies and procedures can be found in the Student Employment Handbook on the Montserrat website at <https://www.montserrat.edu/student-employment/>

### **Application Process**

If you are applying for a new position on campus or have never worked at Montserrat as a student employee, please follow the following steps.

#### **For all New Hires and Rehires:**

Step 1.) Please view the open student employment positions at <http://www.montserrat.edu/student-life/student-employment.php> once they are placed on the webpage.

Step 2.) Contact the supervisor of your desired position listed on the job posting. Submit the following items to the supervisor to be considered for the position: Class schedule, Resume and Cover Letter or Statement of Interest.

Step 3.) The supervisor will contact you if you have been hired.

<b><u>For New Hire Student Employees:</u></b>	<b><u>For Returning Student Employees:</u></b>
<p>If accepted for the position, the supervisor will reach out to you.</p> <ol style="list-style-type: none"> <li>1. The HR department will send out new hire paperwork via email from DocuSign.</li> <li>2. <b><u>Complete All New Hire paperwork.</u></b></li> <li>3. The Staff Accountant will email each student &amp; manager with payroll instructions and confirmation that you may begin working.</li> <li>4. All student employees are required to READ &amp; SIGN a copy of the Student Employment Handbook and submit a copy of class schedule and work schedule for each semester via DocuSign.</li> </ol>	<p>If you have previously worked on campus and have been rehired to work on campus job for the upcoming fall please follow these new steps for REHIRE:</p> <ol style="list-style-type: none"> <li>1. The HR department will send out new a Student Employment Application form via email from DocuSign</li> <li>2. <b><u>Complete One Page Application.</u></b></li> <li>3. Please update any information that has changed from last year. i.e. Address Change or Direct deposit.</li> <li>4. The Staff Accountant will email each student &amp; manager with payroll instructions and confirmation that you may begin working.</li> <li>5. All student employees are required to READ &amp; SIGN a copy of the Student Employment Handbook and submit a copy of class schedule for each semester.</li> </ol>

**Additional Resources:**

**Resume Building and Editing**

**Career Services:** 248 Cabot Street, 2<sup>nd</sup> floor, **BY APPOINTMENT ONLY**

**MontserratWorks**

- Online resources that are available 24/7 including resume, cover letter, and job search guides.
- <http://montserrat.edu/jobs>
- Password: MontserratWorks.

**Student Employment Paperwork and Payroll**

**Human Resources: Tuesdays** and Thursdays 11:30am-12:30pm **BY APPOINTMENT ONLY**  
24 Essex Street, 2<sup>nd</sup> floor

- Christin Bouranis, Human Resources Generalist, [christin.bouranis@montserrat.edu](mailto:christin.bouranis@montserrat.edu)

**Accounting and Payroll:** 248 Cabot Street, 1st floor, **BY APPOINTMENT ONLY**

- Joe Collins, Staff Accountant, [joseph.collins@montserrt.edu](mailto:joseph.collins@montserrt.edu)