

Procedure: 3.13A

Student Employment Hiring Procedure

For All Student Employment Positions

- All student employment positions must be posted on KCKCC's online student employment system managed by the Division of Student Affairs and Enrollment Management.
- At a minimum, the hiring department should require an interview process for qualified students.
- The hiring department is responsible for ensuring that any potential student qualifies for the position before offering the position.
- Student employees are not authorized to start working until all required pre-employment materials are completed and are notified by Human Resources.

Work Study Student Employment Positions

- For every budgetary year, the College is responsible for allocating funding for work study student employment to complement federal funding. Based on current U.S. Department of Education regulations:
 - The federal share of work study student wages used to pay students must not exceed 75% for students that qualify for federal work study. KCKCC must provide at least 25% of the funds for qualified work study student employees from non-federal sources; and
 - 7% of KCKCC's federal work study student allocation must be used to employ students in community service jobs with at least one federal work study student employed as a reading tutor for children in a reading tutoring project or performing family literacy activities in a family literacy project.
- The President in conjunction with the Chief Financial Officer is responsible for setting the work study student employment pay rates.
- Hiring departments may request Work Study Student Employee positions by submitting the need and a job description during the request process for the academic year from the Division of Student Affairs and Enrollment Management.
 - The Division will announce the Work Study Student Employment hiring timeline before April 1 for the upcoming academic year and February 15 for the summer semester.
 - The Division of Student Affairs and Enrollment Management will notify hiring departments of awarded Work Study Student positions by May 1 for the academic year and March 15 for the summer semester.
- Hiring departments are only authorized to interview students who have been approved by the Student Financial Aid Office for work study student employment.
- Hiring departments are responsible for the timely compliance of any reporting requirements set forth by the Student Financial Aid Office in accordance with federal rules and regulations for work study student employment.
- Work Study Students may only work up to the total amount awarded from the Office of Financial Aid.

College Student Employee and Resident Assistant Positions

- Hiring departments may request College Student Employee and Resident Assistant positions, including rate of pay, number of working hours per week, and length of time the position is

needed as part of the budgetary process to their respective Cabinet member. These positions will be considered with other personnel requests.

- Once the position has been approved, the hiring department does not need to seek additional approval to fill the position if it becomes vacant during the authorized time frame for that position.
- College Student Employees and Resident Assistant positions may not work more than the number of hours approved with the position or outside the time frame the position was approved.

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