

Student Assistant Hiring - Quick Reference Guide

Georgia State University College of Law

Establish a Student Assistant Position

Supervisors develop or update position description(s) for vacant student assistant position(s) and determine if the needs are for a general student assistant, CWSP assistant, PantherWorks assistant, or Honors College assistant; determine budgetary provisions, hourly wage for general assistants; and number of hours of work per week.



Job Posting

Supervisor posts position announcement with Panther Career Net Service (http://www.gsu.edu/career/panther_career_net.html) or secures student placement through Honors College Assistantship Program.



Hiring

When a student is selected a verbal or written offer is made to the student by the supervisor. If the student accepts the position, a personnel action form is submitted to the College's HR Officer for processing.



Onboarding

A hire packet must be completed within 3 days of an employee's date of hire. Student Assistant Hire Packets are available online at <http://www.gsu.edu/hr/payroll/new-hire-packet.html>. Employee will be in ADP System 5-7 days after completed hire packet is submitted to HR.



Orientation

Departmental Orientation; ADP registration; eTime add-on and review; Student Assistant Handbook; keys; email; ethics training; background investigation as needed.



Separation

A personnel action form for separation is submitted to the College's HR Officer for processing.

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Types of Student Assistant Employees

Student Assistants

All hourly bi-weekly employees who are currently enrolled in classes at the University and are not identified as temporary non-student employees or as regular classified employees are designated as student assistants.

Student assistant employment is considered temporary employment. Student assistants are exempt from FICA withholdings (Social Security) if they are registered for 12 semester hours of undergraduate classes AND work no more than 20 hours per week. Students who do not meet the criteria will be taxed as a temporary non-student employee. Student assistants may not work more than 40 hours per week in a University department or in combination with a job elsewhere in the University. Student assistants are temporary, non-benefited employees.

Federal Work Study Program Student Assistants

Federal Work-Study Assistantships are jobs for undergraduate and graduate students with financial need. The FWS/CS program gives students a chance to earn money to help pay for educational expenses. The funds are awarded by the University Financial Aid Office, are based on financial need, and are awarded on a first-come, first-served basis, until all funds are exhausted. Georgia State University FWS/CS assistants should be enrolled at least half-time, may not work more than 20 hours per week, and are paid biweekly for hours worked. Average earning rates for Workstudy Assistants is \$7.25/hr to \$9.00/hr.

Panther Works Program Student Assistants

Panther Works Program (PWP) Assistantships are jobs for undergraduate and graduate students with financial need who may not qualify for other financial aid programs. The PWP gives students a chance to earn money to help pay for educational expenses. The funds are awarded by the University Financial Aid Office and are awarded on a first-come, first-served basis, until all funds are exhausted. Georgia State University PWP assistants should be enrolled at least half-time, may not work more than 20 hours per week, and are paid biweekly for hours worked. The hourly rate for PWP assistantships is \$8.75.

Honor College Student Assistantships

As part of their student scholarship awards packages, the Honor's College at Georgia State University identifies high-ability freshmen to participate in the University Assistantship program. Selected students are matched with a department or office of interest, providing an opportunity for students to work in an administrative capacity, on special projects, or research. Students receive an annual award from the University Assistantship Program and are paid \$10.42/hr. Duration of appointment is based on student award amount and departmental need. Students work an average of 8 hours per week to a maximum of 20 hours per week.

****Please contact the College's Human Resources Officer at 404.413.9065 for additional details on student assistant appointments.**