



Student Employment Policy – 05.025 – Job Code Reference Guide (November 13, 2018)

Job Code	Job Title	Hours Limitations (no more than) #	Policy Reference Title
1351	Hourly Graduate Research Asst	19 (GR)	Student Research Assistant
1352	Hourly Undergrad Research Asst	25 (UG)	Student Research Assistant
1705	Intern	25	Internships or Eagle Internship
1710	10 Student Assistant – Regular	25	General Student Employment
1711	Student Asst – Fed Cwsp – Fall	20	College Work-Study
1712	Student Asst – Fed Cwsp Spring	20	College Work-Study
1713	Student Asst – Fed Cwsp Summer	20	College Work-Study
1721	Student Asst – Inst CWSP – Fall	20	College Work-Study
1722	Student Asst – Inst CWSP – Spring	20	College Work-Study
1723	3 Student Asst – Inst CWSP Summer	20	College Work-Study
1741	America Reads Cwsp Fall	20	College Work-Study
1742	America Reads Cwsp Spring	20	College Work-Study
1743	America Reads Cwsp Summer	20	College Work-Study
1751	Student Asst – Tx Cwsp – Fall	20	College Work-Study
1752	Student Asst – Tx Cwsp Spring	20	College Work-Study
1753	Student Asst – Tx Cwsp Summer	20	College Work-Study
1795	Music Student Intern	25	
1796	Residence Hall Advisors	25	
1816	Student One-Time Performance	25	

Exceptions

- Between periods of regular semesters (semester breaks or summer months) all hourly

appointments are limited to no more than a total of 40 hours per week

o College Work-Study positions are not to exceed the amount of federal, state, or institutional College Work-Study funding awarded to the student through Student Financial Aid and Scholarships.

· International students are subject to the terms and conditions of their visa/work authorization status.

Summer Hour Limitations

- Student Assistants – regular (1710): may work up to 40 hours per week during the summer
- International Students can work up to 40 hours per week as long as they are not taking any classes, this includes online
- Work Study (1713/1723/1753): Summer work study is available for students taking 6+ credit hours. Financial Aid can offer more assistance with questions pertaining to Work-Study.
- Summer work-study students are still limited to no more than 20 hours per week.
- Summer work study students can have a second hourly position limited to no more than 20 hours/week for a total of 40 hours/week between both jobs
- Spring Work Study students that are not taking classes in the summer may be converted to student assistant- regular (1710) for the summer and work up to 40 hours.
 - Please note, in this case your department would be 100% responsible for the funding for the duration of the summer.