



Frequently Asked Questions

How do I subscribe to the lib_student_reps listserv?

To subscribe to the listserv, please email the Library Personnel Office Student Services Manager with an e-mail that includes: Student Assistant Supervisor's name, library department, e-mail address, and a statement that says "I would like to subscribe to the lib_student_reps listserv."

With a Department Heads approval, what are the maximum hours a week an undergrad student worker can work and there a minimum amount of hours a student can work per week?

Normally, Student Assistants work approximately ten hours per week. Longer or shorter working periods may be arranged with the approval of Department Heads. If approved by the Department Head, there is no specific minimum number of hours that a Student Assistant must work, but the maximum would be 40 hours per work week (unless additionally restricted by an international student's visa).

I have a student who is graduating, but who wants to work over intercession until commencement. Is that okay?

Yes. If a Student Assistant is graduating at the end of Spring Semester, the Student Assistant may only work through the day of Spring commencement. If a Student Assistant is graduating at the end of Fall Semester, the Student Assistant may only work through the day of Fall commencement. If a Student Assistant is graduating at the end of a Summer Session, the Student Assistant may only work through the last day of the Summer Session's exam.

I thought student workers get a 15-minute break every 4 hour shift worked. Is that not correct?

A student who works three or more hours in succession is entitled to a fifteen-minute break during that working period. No one who works less than three hours in succession is entitled to a break. Functions, working conditions, hours and other factors vary from department to department of the Library. Therefore, in addition to the general conditions specified above, the Department Head may set other requirements reflecting the needs of the Department.

I have a student who usually receives her money through direct deposit but nothing showed up this morning. What should she do?

Contact the Library Personnel Office to research the status and/or location of her payment. If her direct deposit was cancelled, she may have it reinstated. This can be done by instructing the Student Assistant to e-mail the Student Services Manager stating they would like to have direct deposit reinstated. This process may take up to 30 business days.

I have a student who will not be able to complete and return the student employment extension form by the deadline. What is the best way to deal with this?

In order to re-employ students who missed an extension deadline, a completed Student Assistant Employment Application must be submitted to the Library Personnel Office. Students will need to visit the Personnel Office with the completed application to fill out paperwork before they begin working.