

## STUDENT ASSISTANT EMPLOYMENT AGREEMENT

**Conditions:** Read the following conditions of MSL Student Employment. **Check each statement below to signify that you understand and agree to abide by the general requirements.**

- Student positions are filled by MSL on a semester-by-semester basis, subject to availability of work study funds and specific needs.
- Student positions can be discontinued at any time and for any reason, including unsatisfactory work performance, failure to report to work regularly, lack of professionalism, lack of funding, or any other reason determined by MSL.
- The designated area in which students are assigned may vary in accordance with organizational priorities, and students may be transferred to another unit and/or asked to work briefly within MSL as needed.
- Specific work assignments and responsibilities will be explained by the direct supervisor and/or assignments may vary, be shifted and/or adjusted as deemed appropriate/necessary. All questions relating to specific work assignments should be directed to your immediate supervisor.
- Work schedules will be established and approved by the direct supervisor and director, according to the student's class schedule and, if applicable, award amount.
- Students are expected to report to work at least 15 minutes prior to their agreed upon time and adhere to their agreed upon schedule. Each student is required to report absences and/or tardiness to his/her supervisor and the Program Resource Specialist *prior* to their scheduled start time. Students are subject to loss of funds and assignment in the event of unexcused or excessive absenteeism and/or tardiness.
- Please be advised that all Supervisors are required to complete a detailed evaluation form about your performance. Satisfactory performance in a student position results in positive recommendations responsive to inquiries by potential employers.
- Students are expected to act professionally and dress in a neat manner as you are representing the Office of Multicultural Student Life. Appearance and demeanor are expected to be professional and in accordance with your specific department policies.
- Confidentiality and professionalism is required for any issues that arise. Any problems or concerns that you have should be directed to your immediate supervisor, as they are responsible for evaluating your performance.
- Completion of one semester does not guarantee a job with MSL; however, students presently working who have demonstrated knowledge of MSL programs and services, and shown dependability are therefore encouraged to apply and compete for any available vacancies.
- All students are required to attend MSL Leadership & Development workshops. If a workshop is missed without good reason, students risk immediate termination.
- All students are required to read the MSL Student Employee Handbook and to adhere to the guidelines and expectations contained in the Handbook.
- I have read and understand and agree to comply with the Code of Conduct.

**Checking the above boxes is your affirmation that the information you have provided is true and accurate and that you agree to adhere to the basic employment requirements listed above. Falsification of qualifications can result in being disqualified for a position and/or dismissal from a position. I understand that my signature below authorizes the Office of Multicultural Student Life to continue to review my academic records and transcripts for verification of my grade point average and to review records in the Office of Student Judicial Affairs.**

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**Student Employee Signature**

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**Date**