

## Oklahoma State University Policy and Procedures

<b>Student Employment Job Listings</b>	<b>Policy Number</b> <b>Division of Student</b> <b>Affairs</b> <b>OSU Career Services</b> <b>February 2015</b>
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### **POLICY**

1.01 To better inform students of potential job opportunities and to ensure access, fairness, and transparency in the process this policy requires that all student employment job opportunities be listed with OSU Career Services/Stillwater, on the centralized job listing program accessible by all new and current students. Student Employment Job Listings include Federal Work Study, State Funded, internships, and part-time student jobs. “Restricted” positions, defined as GTA, GRA and student positions tied to degree program admission or enrollment expectations are excluded from this policy.

- A. All student employment job vacancies, including GTA/GRA positions as delineated above, must be listed a minimum of three (3) working days with the career services centralized job listing service.
- B. Departments have the freedom to post or market student job openings through other resources as they see fit in addition to the OSU Hire system.
- C. Provide the following information in the job listing:
  - a. Department Name
  - b. Complete contact information
  - c. Job Title
  - d. Description of duties
  - e. Majors or academic preferences
  - f. Type: Full-Time, Part-Time, Work-Study, Internship, or Co-op
  - g. Employment location
  - h. Work schedule
  - i. Minimum GPA, Citizenship or Visa requirements (if applicable)
  - j. Start/end dates (if applicable)
  - k. Salary/hourly wage (optional)
  - l. Application materials required (e.g. resume, cover letter, references, etc.)

Approved by E-Team: February 2015