

PURDUE
UNIVERSITY
NORTH CENTRAL

Office of Vice Chancellor for Academic Affairs

Administrative Memorandum No.
4-2005 Dated June 30, 2005

STUDENT EMPLOYMENT

Student employment is an important component of the financial aid the University can offer to both attract and retain students. As such, it is not only important that the aid be available, but that all eligible students know where to go to access information on student employment and have an equal opportunity to apply and be selected. With this in mind, as of July 1, 2005, coordination of student employment will be the responsibility of the Career Services Office.

Any office with student employment opportunities, including work/study positions, will be required to submit a position description to the Career Services Office with sufficient lead time that the position can be posted for a minimum of two weeks before it is filled. The coordination responsibility will include making these position description notices available in the Career Services Office to interested students, posting them on the campus Web site or portal, and making them available through such other means as may be adopted.

This change is not intended to relieve other offices of their current responsibilities in the student employment process, only to provide a single point of service to facilitate student access to opportunities. For example, the Director of Financial Aid will retain authority for certifying student eligibility for work/study funding, will continue to process required paperwork, and allocation of work/study positions will continued to be handled through the VCAA office. Likewise, offices employing student workers, whether work/study or not, will continue to process any paperwork that may be required in the hiring, evaluation, payment and severance processes.



James S. Pula

June 30, 2005

Date