



Student Employment Work Policy 2015 - 2016

The following students are eligible to work at Lakeland College through Student Employment:

- Full-time domestic undergraduate students
- Full-time international undergraduate and graduate students on an F-1 visa
- Full-time international students on a J-1 visa with required written authorization

Academic Year Employment—Fall Semester, Spring Semester, and May Term:

Students can work 1 regular position and 1 sporadic/low hour position – OR – two sporadic/low hour positions. Students can work up to 10 hours per week at a regular position and up to 18 hours per week at a sporadic/low hour position. Students with two positions can work a maximum of 18 hours per week combining both positions.

During winter break and spring break, students can work up to 29 hours per week.

Exception to policy: Students working for Security can only hold one position and can be scheduled up to 18 hours per week and cannot exceed 20 hours per week. Unless the student is an Ambassador, then two positions can be held.

Paid on-campus internships are considered regular positions. Students already working an on-campus regular position must resign to accept a paid on-campus internship.

I. Sporadic/Low Hour Positions:

1. Ambassador (Only position where students can hold a 3rd position)
2. Catering—Occasional Bartender
3. Call Team
4. Chaplains Assistant
5. Convocation Monitor
6. Teaching Assistants—Reading Specialist & Writing Program Assistants
7. Mirror (Hourly staff can work up to 20 hours every two weeks, averaging 10 hours per week.)
8. Musko the Mascot
9. On-Call Positions/Sporadic Work (Scheduled for 5 hours or less weekly and work as needed on-call.)
10. Tutor
11. Student Activities Technical Coordinator

II. Wage Structure:

1. 1st Year -----\$7.25/hour
2. 2nd Year -----\$7.50/hour
3. 3rd Year -----\$7.75/hour
4. 4th Year -----\$8.00/hour
5. Supervisor Premium-----\$0.50/hour

6. Special Wage Rates:

- A. Tutors:
 - a. 1st Year Untrained----- \$7.25/hour
 - b. 2nd Year Untrained----- \$7.50/hour
 - c. 1st Year Trained----- \$7.75/hour
 - d. 2nd Year Trained----- \$8.00/hour
- B. Ambassador----- \$8.00/hour
- C. Science Lab Manager----- \$8.00/hour
- D. Research/Grants----- Up to \$8.00/hour
- E. LURE Student Research -----
\$8.00/hour ***



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III. Stipend Positions:

A. Resident Assistants:

- a. 1st Year: Full academic year awarded \$1,216
- b. 2nd Year: Full academic year awarded \$1,295
- c. 3rd Year: Full academic year awarded \$1,373
- d. 4th Year: Full academic year awarded \$1,450

*Eligible for housing, but not board (meals)

**RAs may not hold any other regular on-campus positions

B. Mirror:

- a. Managing Editor: Full academic year awarded \$2,400
- b. Executive Editor: Full academic year awarded \$2,400

C. Music

- a. Music Department Accompanist Fellowship: Full academic year awarded \$2,000
- b. Lakeland Chorale Accompanist Fellowship: Full academic year awarded \$1,000

IV. Standing Appeals:

- 1. Bradley Building—Student employees are allowed to work up to 18 hours per week for the week prior and week during both the fall play and spring musical.
- 2. Daily Grind—Student employees are allowed to work up to 18 hours per week during approved large events and when the Daily Grind is required to be open outside of the regular hours.
- 3. Muskie Mart – Student supervisors are allowed to work 15-18 hours per week.

Summer Employment:

During summer, students can work up to 29 hours per week. Students may work up to 40 hours per week provided the department has budget available and approval has been granted by the department as well as the Manager of Student Employment.

I. Stipend Positions: (*Payments vary for all stipends below.*)

- 1. ELI – Language Partner→ Stipends increased Summer 2015 to meet minimum wage requirements
- 2. Music Camp Assistant

II. LURE Student Research ***

- 1. LURE Students working 30+ hours per week - Full tuition remission on one class; Students working 20-29 hours per week – 50% tuition remission for one class; Students working less than 20 hours per week – no tuition remission.