

UAA Student Employment Guidelines and Procedures

UAA student employment positions are intended to offer convenient, on-campus employment opportunities to as many UAA students as possible. In addition, student positions are intended to be part-time, temporary positions that supplement other sources of students' financial support and promote academic and career development, whenever possible. Student employment classification is not intended to replace temporary employee classification.

The UAA Vice Chancellor for Student Affairs or designee is the MAU approving authority for exceptions to the UA Board of Regents Policy 09.05.00, University Regulation 09.05.00, and/or applicable MAU rules and procedures for any student employee at the Anchorage campus and other UAA community campuses or sites.

1. The general requirements for a first-time UAA student to be eligible for student employment is that a student must be registered in 6 or more UA credits and be scheduled to work no more than 20 hours a week as a UAA student employee. Continuing UAA student employees must demonstrate a record of successful completion of at least 6 UA credits in the previous semester of attendance, maintain a 2.0 cumulative grade point average, and be scheduled to work no more than 20 hours a week in a UAA student employee position. Refer to UA Regents' Policy 09.05.00 for more details about eligibility to work in a student position if not registered in UA courses.
2. A UAA supervisor of a student employee or potential student employee must submit a written request to the UAA Vice Chancellor for Student Affairs and receive approval before offering a student employee additional work hours beyond the 20 hour work week limit.
3. Requests for student employee work schedule extensions beyond the standard 20 hours may be considered if the student meets all of the terms and conditions for student employment eligibility, as defined by Board of Regents' Policy 09.05.02, MAU rules and procedures, and:
 - a. the student is offered the opportunity to work more than 20 hours a week during the semester/session final exam week after the student has completed all final exams and semester coursework;
 - b. the student is offered the opportunity to work more than 20 hours a week during breaks in the academic year, such as spring or winter breaks;
 - c. the student is specifically skilled in an academic or vocational discipline where no other student employees are available and the exception is only for a specified short term.;
 - d. the student is in the final phase of a degree program and in a University-approved academic internship; or
 - e. the department has an emergency and/or a short-term need for additional student staffing.
4. Written requests for MAU exceptions for additional work hours need to be submitted to the UAA Vice Chancellor for Student Affairs or designee and include:
 - a. the student's name, UAA student identification number, cumulative UAA grade point average, and student visa status if the student has an international visa;
 - b. the reason for requesting the exception; and
 - c. the number of additional hours per week to work and the dates for the additional work hours.

5. UAA student employees on certain international visas may not be approved to work more than 20 hours a week during the regular academic year. The Vice Chancellor for Student Affairs may grant exceptions for additional work hours during winter and spring breaks during the academic year and during summer sessions provided the international student meets other eligibility requirements for UAA student employment.
6. UAA student employees in Federal Work Study funded-positions must also consult with the Federal Work Study coordinator in the UAA Student Financial Aid Office prior to accepting additional work hours to learn the effect that additional work hours might have on their funding status.
7. A UAA supervisor may seek a one-time exception for a student employee whose cumulative grade point average falls below 2.0 or who has not successfully completed 6 or more UA credits in the most recent semester/session of attendance. The supervisor must submit a written request to the UAA Vice Chancellor for Student Affairs or designee and receive approval in advance of hiring or continuing a student employee. The request must include:
 - a. the student's name and UAA student identification number;
 - b. a recent copy of a SHATERM Banner Student record showing the student's cumulative UAA grade point average;
 - c. a recent copy of a SHACRSE Banner Student record showing the student's UAA/UA academic history;
 - d. the reason for requesting the exception; and
 - e. a written academic success plan that includes the requirement that the student meets with his or her academic advisor at the beginning of the semester and at mid-semester.
8. The UAA Student Code of Conduct applies to individuals working in a student employee classification, in addition to applicable employment laws and other federal, state, municipal, and University requirements. The code of conduct applies to new and continuing students even though they may not be currently enrolled while working, such as summer sessions.

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