

# *Westminster College*

## Westminster College Student Employment Handbook

### **APPLYING FOR A CAMPUS JOB**

Effective Date: 07/01/2008

You are responsible for finding your own job on campus. Assistance will be provided through the Human Resources Office. You may approach a department directly to inquire, or view open positions at [http://www.westminstercollege.edu/student\\_employment](http://www.westminstercollege.edu/student_employment).

To apply for a position, you will need to contact each individual office or department and speak with the supervisor that is listed as well as follow any specific instructions provided in the job posting.

*Note: Only those students with federal work study eligibility will be paid for participation in the America Reads and a limited number of other programs as those programs are federally funded. If you do not have federal work study eligibility, you may participate in these programs on a volunteer basis.*

### **Job Posting**

Effective Date: 7/1/2008

Westminster College provides student employees an opportunity to indicate their interest in open positions. In general, notices of student employment job openings are posted, although Westminster College reserves its discretionary right to not post a particular opening.

Job openings will be posted on the online student employee job board. Each job posting notice will include the job title, department, location, job summary, essential duties, and qualifications (required skills and abilities). Job postings can be found at [http://www.westminstercollege.edu/student\\_employment](http://www.westminstercollege.edu/student_employment).

To apply for an open position, employees should contact the supervisor listed in the job posting and follow any other instructions listed in the posting. For questions about applying for a job or finding student employment please contact the Human Resources Office.

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### **Nature of Employment**

Effective Date: 7/1/2008

This student employment handbook is intended to provide student employees with a general understanding of our personnel policies. Student employees are encouraged to familiarize themselves with the contents of this handbook, for it will answer many common questions concerning employment with Westminster College.

However, this handbook cannot anticipate every situation or answer every question about employment. It is not an employment contract and is not intended to create contractual obligations of any kind. Neither

the student employee nor Westminster College is bound to continue the employment relationship if either chooses, at its will, to end the relationship at any time.

In order to retain necessary flexibility in the administration of policies and procedures, Westminster College reserves the right to change, revise, or eliminate any of the policies and/or benefits described in this handbook, except for its policy of employment-at-will. The only recognized deviations from the stated policies are those authorized by the chief executive officer of Westminster College.

### **Employee Relations**

Effective Date: 7/1/2008

If student employees have concerns about work conditions or compensation, they are strongly encouraged to voice these concerns openly and directly to their supervisors.

Our experience has shown that when student employees deal openly and directly with supervisors, the work environment can be excellent, communications can be clear, and attitudes can be positive. We believe that Westminster College amply demonstrates its commitment to student employees by responding effectively to employee concerns.