

Westminster College

Westminster College Student Employment Handbook

On behalf of your colleagues, I welcome you to Westminster College and wish you every success here.

We believe that each student employee contributes directly to Westminster College's growth and success, and we hope you will take pride in being a member of our team.

This handbook was developed to describe some of the expectations of our student employees and to outline the policies, programs, and benefits available to eligible employees. Student employees should familiarize themselves with the contents of the student employee handbook as soon as possible, for it will answer many questions about student employment with Westminster College.

We hope that your experience here will be challenging, enjoyable, and rewarding. Again, welcome!

Sincerely,

A handwritten signature in black ink, appearing to read "Michael", written in a cursive style.

Michael S. Bassis
President

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INTRODUCTORY STATEMENT

The employment of students at Westminster College is intended to be mutually beneficial to both the students who desire campus employment, and members of the campus community who need a wide range of duties performed. Student employment is a necessary service, but at the same time the Westminster community has an emphasized focus on helping students meet their financial needs, find their place and fit in, and learn outside the classroom. All of these objectives are an integral part of helping Westminster students develop the skills and attributes critical for success.

This student employment handbook is designed to acquaint you with Westminster College and provide you with information about working conditions and some of the policies affecting your employment. You should read, understand, and comply with all provisions of the handbook. It describes many of your responsibilities as a student employee. One of our objectives is to provide a work environment that is conducive to both personal and professional growth.

No employee handbook can anticipate every circumstance or question about policy. As Westminster College continues to grow, the need may arise and Westminster College reserves the right to revise, supplement, or rescind any policies or portion of the handbook from time to time as it deems appropriate, in its sole and absolute discretion. Student employees will, of course, be notified of such changes to the handbook as they occur.

ORGANIZATION DESCRIPTION

Like many institutions with long histories, Westminster College has refocused its mission a number of times since its founding more than 130 years ago. Beginning as a residential academy for students in the primary and secondary grades, Westminster evolved into a combination secondary school and junior college and, in the 1940's, into a small liberal arts college. In the 1970's, we changed once again by developing a variety of professional and career-oriented programs, including graduate programs, and by enrolling a significant number of non-traditional and commuting students.

Today, Westminster has evolved into a new type of institution. We are neither a liberal arts college nor a comprehensive university, although we exhibit trademark features of both. We maintain a residential campus environment, offer small classes, and provide personalized attention to students – all of which are characteristic of the liberal arts college. At the same time, because we offer a variety of professional and career-oriented programs at the undergraduate and graduate levels, emphasize practical experience as well as theoretical knowledge, attract non-traditional-age and commuting students, and are responsive to the needs of the local region, we function in ways similar to the comprehensive university. In fact, our educational model combines the best elements of the liberal arts college and the comprehensive university in a learning-centered environment designed to be both challenging and supportive.

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Mission

Westminster College is a private, independent college dedicated to student learning. We offer professional and liberal arts courses of study for undergraduate, as well as selected graduate programs. We are a community of learners with a long and honored tradition of caring deeply about students and their education. Students are challenged to experiment with ideas, raise questions, critically examine alternatives, and make informed decisions. We encourage students to accept responsibility for their own learning, to discover and pursue their passions, and to act with responsibility.

Our purposes are to prepare students to lead lives of learning, accomplishment, and service and to help them develop skills and attributes critical for success in a rapidly changing world. We do this by offering distinctive academic programs that emphasize theory and practice and encourage active, experiential, collaborative, and cross-disciplinary learning. We work to pursue excellence while promoting inclusiveness and respect for differences.

Core Values

As member of the Westminster College community, we are committed to the following values:

- Impassioned teaching and active learning
- Respect for diverse people and perspectives
- Collaboration and teamwork
- Personal and social responsibility
- College-wide excellence
- High ethical standards

Vision

We will be nationally recognized as an exemplary community of learners, distinguished by our distinctive educational programs, our record of preparing graduates for success in a rapidly changing world, and our commitment to continuous improvement, effectiveness and value.

Educational Goals

To distinguish the college by preparing “Graduates of Westminster College” – graduates who have developed skills and attributes crucial for success.

“Graduates of Westminster College” will achieve the following college-wide learning goals:

- Critical, analytical and integrative thinking
- Creative and reflective capacities
- Leadership, collaboration and teamwork
- Writing and other communication skills
- Global consciousness, social responsibility and ethical awareness