STUDENT
JOB ASSIGNMENT FORM

This form is required for all part-time student employees. A student employee is a part-time employee who is consecutively registered for classes and/or matriculated at Middlesex Community College and whose primary purpose for being at the institution is for coursework and/or the achievement of a degree or certification.

Student Name		Social Security No. Last four Digits	
Street Address		Date of Birth	HR use only
City, State, ZIP		Home Telephone	
Title (must begin with *Student*)		Budget Account Number	
Department/ Program		Division	
Brief description of function		Supervisor	
Beginning Date		End Date (End of semester if not sooner)	
Pay Rate ($10, $11, or $12 per hour)		Average Hours Per Week (not to exceed 18.5)	
Maximum Obligation (Total amount that can be earned for the semester)		Maximum Hours (for the semester)	
Primary Campus	☐ Bedford ☐ Lowell ☐ Both	Home Office Location	

Please note: this job assignment is at will†, contingent upon available funding.

To the student: Are you currently enrolled or registered for an upcoming semester? ☐yes ☐no
Are you registered for under 12 credits? (OBRA required) ☐yes ☐no

To the student: Are you currently working for MCC in another capacity? ☐ yes ☐no	If yes, supervisor for this JAF is responsible for determining that this hire will not cause employee to exceed maximum part-time hours and so signifies by signing below.
If yes, Please list all supervisor(s) for other assignment(s)	

To the student: By signing below, I acknowledge I have access to the student employee handbook and agree to abide by all of the policies and procedures therein.

Student Signature	Date	Supervisor Signature	Date

To expedite the process, please be sure all fields are completed and all signatures affixed. If the person is being newly hired to the College, this form **MUST** be accompanied by the following **completed, signed forms: I-9 (including photocopy of acceptable identification)**, a **W-4 form** for tax deductions, and a **Direct Deposit Form**. **Without those documents and all required information and signatures this form will not be processed and the individual may not start work. Accountability rests with the supervisor.** The forms should be returned to the Human Resources Office, Bedford Campus, Administration Building Room 113.

Blank forms, the Student Employee Handbook, and other resources are available online at www.middlesex.mass.edu/studentemployment or at the Human Resources Office, Bedford Campus, Administration Building (10), front lobby (X3527). Hard copies, not electronic, of all of these forms must be submitted as original signatures are required.

Current student employees with a new assignment may wish to complete a new W-4 form. New W-4 forms for current student employees should be sent directly to the Payroll Office, Bedford Campus, Administration Building (10), Room 101.

FOR HR/PR USE ONLY

BANNER NEW:	**HRCMS ID:**
BANNER ID:	**HRCMS POS#:**
BANNER POS#:	**OBRA:**
TAXES:	**LCM:**

Instructions for Hiring Supervisors

† At-will employees may be removed at the pleasure of the College; if your position is covered by a collective bargaining agreement, its terms apply.

This form may be filled in electronically, which will save some time if you are filling multiples of a position or make a lot of repeat hires. It must, however, be printed out in order to obtain the original signatures of both you and the prospective student employee. All sections must be completed.

Student Employee Definition
A student employee is a part-time employee who is consecutively registered for classes and/or matriculated at Middlesex Community College and whose primary purpose for being at the institution is for coursework and/or the achievement of a degree or certification. A student employee may retain this classification during a brief lapse of enrollment such as between semesters or other reasonable gap. Upon graduation, due to new credentials and loss of student status, any student employee for hire in said role, would be promoted to a para-professional staff member should that position be available. At this time, the individual would be re-classified as a part-time employee under the direction of Human Resources.

Student Employment Grade Classification
The student employment payroll grades are determined by the position type and roles and responsibilities expected. There are 3 possible classification categories. See www.middlesex.mass.edu/studentemployment for further details.

Student Employment Application
All interested student candidates must apply via Optimal Resume, a web-based platform for on and off campus jobs. The link to set-up an account and use this service can be found at www.middlesex.mass.edu/studentemployment. To apply for any on-campus student employment position, a resume will be required. Assistance in crafting a resume can be arranged through the Middlesex Community College Career Services office. A student employment application form must be completed via this site and department supervisors will follow up with applicants for potential interviews or other hiring requirements. All student employee positions are designed to both benefit the campus as well as provide a leadership development opportunity for students. Qualifications vary depending on responsibility level, but all interested students are encouraged to apply and utilize the preparation services.

I-9 – Employment Eligibility Verification
An I-9 must be completed for anyone who does not have one on file. The employee must indicate that s/he is eligible for employment in the United States and provide appropriate documentation of that assertion. You must review the documentation provided and document that you reviewed it as well as indicate specifically what type of documentation was provided. Detailed instructions about what kinds of documentation are acceptable for this purpose are included with the I-9 form and are also available on the internet, along with the form, through a link on the Human Resources intranet page or directly at
http://uscis.gov/graphics/formsfee/forms/files/i-9.pdf.
The employee completes and signs Section 1 and you complete and sign Section 2 as the Authorized Representative of the Employer. The general College address is sufficient (Middlesex Community College, 33 Kearney Square, Lowell, MA 01852-1987)**.** HR usually has no direct contact with part-time employees, therefore this important legal obligation must be met by the hiring department. If you have questions about completing this form, please call the Human Resources Office at x3527.

W-4 – Tax Withholding Form
Although this form is not technically required by law, the default tax withholding is single zero, which is the maximum withholding. It is most efficient, for the College and the employee, to have withholding preferences indicated at time of hire. Those preferences may, of course, be changed at any time by the submission of a new W-4. Changes will be effective for the payroll period following receipt of the information by the Payroll Office. Additional forms may be printed from the internet and are available through a link at the Human Resources intranet page or directly at http://www.irs.gov/pub/irs-pdf/fw4.pdf.

Student Employment Training and Resources
The Division of Academic & Student Affairs recognizes student employment as one of many experiential opportunities impacting a student's development and preparation for active citizenship. Policies and procedures can be found in the Student Employment Manual found on the Student Employee website. Additionally, optional and required trainings are available and scheduled at convenient times. Information on training, requirements and benefits, and other resources to ensure success can be found at www.middlesex.mass.edu/studentemployment.