

Eastern Florida State College

Student Employment GUIDELINES

Student Employee Information

Student Employees are an important part of the staff at Eastern Florida State College. You may be assigned tasks that include: answering the telephone, filing/sorting of paperwork, running errands, assisting in the various labs, and other duties helping students and/or College personnel. Although your duties may vary from office to office, certain responsibilities are common to all areas:

You may work up to 20 hours per week unless additional hours have prior approval from the Financial Aid Office.

You are required to report your time in and out during your shift.

All student employees need to establish a work schedule with their immediate supervisor. You will be expected to adhere to a prearranged schedule. If you are unable to work, please notify your supervisor as soon as possible.

General Guidelines

Be on time.

Respect the privacy of the personal property of all others in your area.

Safeguard your own personal property (backpacks, purses, phones, etc.) during work hours.

Do not use the photocopier or fax machine for personal use.

Remember that the student & staff records, grades, etc. are confidential: Family Educational Rights and Privacy Act of 1974.

Check with your supervisor about acceptable ways to use "slow" time during work hours. Work breaks – how many and length of time – are determined by you and your supervisor.

Student employees should **NOT** leave or be asked to leave the campus to run any type of College-related or personal errand while on the clock! Examples: picking up lunch, going to the Post Office or to Walmart.

Some departments may request certain attire since you will be assisting the public and since you will be seen as a representative of Eastern Florida State College.

Assignment Concerns

We want your work experience with Eastern Florida State College to be both pleasant and educational. If you have difficulty performing your assigned job duties, meeting your work schedule, or have any other concerns, please discuss them with your supervisor or a staff member in either the Campus Administrator's Office or the Human Resources Office.