

LifeWorks Office

Bulletin: #119

Topic: Fall Job Update and Approval Procedures (Does not apply to Research Assistant positions)

To: Student Work Supervisors
From: Mike Burnes
Date: July 13, 2020

The LifeWorks Reset begins with the start of the fall semester. In addition to the higher wages, which we began paying at the start of summer, and new hours limits for students, we also need to update our jobs with robust, accurate job descriptions. Doing so not only ensures we control spending; it also ensures we are complying with Federal Work Study standards.

- The job requirements should accurately describe the minimum requirements a student must meet to be selected for the job.
- The job description should accurately describe all the duties of the job.
- The job description should justify the level and pay selected for the job. For example, a job description which merely describes standard office work (filing, answering phones, and copying) should not be used for a Level 4 job.
- Use the following guide to help you select the appropriate level for a job.

Level One

This is a probationary level. Students at this level are typically assigned simple tasks and require close supervision. First-time student workers, especially incoming freshmen, are usually placed in Level 1 positions. Exceptions can be made for upperclassmen and transfer students if they have had appropriate off-campus work experiences.

Level Two

Students at this level perform the same tasks as students at Level 1 but do not require close supervision.

Level Three

Students at this level have advanced skills, do not require close supervision, and are capable of training Level 1 and 2 student workers. This is an appropriate level for students with project management responsibilities.

Level Four

Students at this level should be supervising other students (Exceptions: Resident Assistants, KCAB leaders, and SGA government officers).

Level Five

Students at this level direct activities of a department with minimal oversight and often represent the department to other departments or agencies (Exception: Head Residents).

Steps to submit jobs for approval:

- In your Job Control Panel, either edit an existing job or select “Add a new job.”
- Edit/Create the job description and requirements.
- Type in the number of available openings.
- Set the hours to reflect the most likely range of weekly hours you expect a student to work. Remember, freshmen can work no more than 10 hours per week, upperclass students can work no more than 12, Gate Scholars can work no more than 16.
- Set the start date as 08/16/2020 and the end date as 05/08/2021.
- Select “Academic Year” from the Timeframe dropdown.
- Select the appropriate level based on the guidelines above.
- Complete the remaining mandatory fields and click “Submit.”
- Scroll to the bottom of the application and click “Save.”
- Answer the questions to have the job placed in Listed, Review, or Storage status.
 - Use Listed if you are looking for students to hire.
 - Use Review when you already know whom you are hiring.
 - Use Storage for jobs you don’t plan to use until later in the year.

We will publish separate bulletins for research assistant jobs and fall hiring later this month. Once your jobs are approved, please do not submit hires. We’ll let you know when it’s time to start hiring.

Contact the LifeWorks Office with any questions at extension 2244 or by emailing lifeworks@berry.edu.
