

Hiring **Hourly** Student Workers

With the exception of Graduate Teaching Assistants (GTA) and Graduate Research Assistants (GRA), all student workers hired are paid by the hour. This includes undergraduate and Masters Research Assistants, Teaching Assistants, Graders, Lab Assistants and Research Assistants for classes, instructional labs and faculty research labs.

The process for hiring these students to assist with your course or research is as follows:

- ❖ **Identify your candidate(s)**; if desired, you can send the text of a help-wanted ad to Allison Kleber for posting to the undergraduate and/or graduate listserve(s)
 - Departmental funding for course support is based on this equation: **enrollment/3**. If you're not sure how many hours of support you're entitled to, please check with Allison.
- ❖ **Instruct your student** to fill out the department's **electronic hiring form**, available on the ECE website under "Resources for Current Students," or at this link: <https://ece.wufoo.com/forms/pipta51147r8vq>
- ❖ **You will receive an automated email** when your student has filled out the above form. **Please forward this email to Allison, confirming the hiring details (including type of employment and hours/week) in writing.**
- ❖ **Allison will follow up** with your student to complete the hiring process.
- ❖ **Your student cannot under any circumstances begin working before they are fully hired.** For this reason, it's a good idea to initiate this process early, even during the last weeks of the previous semester, to ensure that your student can begin on time!
- ❖ **During the semester**, students may not work more than **20 hours/week** at on-campus jobs in total. They may work up to 40 hours/week during the summer and other breaks.
- ❖ **Students must fill out the department hiring form at the start of every semester they work**, even if they are working the same position for multiple semesters.

If you have any questions, please feel free to contact Allison Kleber at akleber@bu.edu