



Temporary Student Employee Pool

Student Employment offers recruitment and staffing through a temporary pool of student workers. These students will be on call to support your short term, temporary needs.

What is short term? Short term is viewed as occasional assistance from a few hours or for up to 90 days. Any continuous assignment that is longer than 90 days will need to be treated as regular FWS or UWS student employee positions (posted through LionJobs and applicants interviewed).

How does it work? Student Employment currently has a pool of UWS and FWS student employees that have interviewed and prescreened for skills and availability. This program is not designed to subsidize your budget. The purpose is to assist with special projects or unexpected need that may occur during the academic year. You may also utilize this program if you are short staffed due to vacation or illness.

Assignment Examples: Packet/envelope stuffing, answering phones/taking messages during absence of sick employee, Event set-up, assistance for graduation ceremonies/special events, etc.

If you know in advance that you will need a temp worker, please give Student Employment as much time as possible to fill your needs. Remember, we are working around student schedules.

What is the process?

1. Complete the Request to Hire Temporary Student Employee Form located at una.edu/humanresources under the Student Employment link.
2. Submit form to Stephanie Smith, UNA Box 5043 or srsmith3@una.edu
3. Student Employment will notify you when the request is received. If possible, please allow at least three working days to fill the request and to allow students to complete new hire paperwork and orientation etc. We have students that are eager and ready to work. However, if your request cannot be granted due to funding and or student availability, we will notify you immediately.
4. Once you have been notified that the request is filled, create an EPAF. After the Cost Center Head approves the EPAF, the student will have access to his/her timesheet within five working days.
5. The students will be paid with the student payroll schedule. It is your responsibility to approve the timesheet before the payroll deadline.

If you have any questions, please contact Stephanie Smith, Student Employment and Temporary Manager, 256-765-4590, srsmith3@una.edu.