

TO: Summer Student Employment Supervisors  
FROM: Student Employment Office  
DATE: January 14, 2021  
SUBJECT: Summer Student Employment Information

This communication contains information related to hiring student employees for the summer of 2021. Departments that plan to utilize student employees this summer should read this memo prior to proceeding with the summer hiring process or making employment offers. At this time, we are proceeding in anticipation that we will have summer student job openings for the upcoming summer. However, we anticipate the pandemic planning to continue to be a fluid planning item over the next few months. As such, the summer student hiring process and/or availability of student jobs is subject to change as we monitor the pandemic situation and related regulations. As you communicate with students about summer jobs, please be sure to communicate the fluidity of the situation and that any offers of employment are subject to change. Any changes will be communicated as soon as we become aware of them.

In order to assist students with obtaining summer on-campus employment and to facilitate placement of students, the Student Employment Office will be holding a virtual summer job fair on **Wednesday, February 17, 2021 from 11:30-4:00**. Departments hiring summer student employees are required to have a representative available to meet with students via Zoom during the time of the job fair UNLESS all summer workers are already actively working for the department during the academic year or are being rehired from the prior summer.

### **Next steps and timeline for summer hiring:**

#### **January 29: Summer position requests/modifications due**

- If you will be having any summer student employees, you must create a summer student position description in the jobs.messiah.edu system. If you already have a summer position description from previous years, review it to see if any modifications are needed. If no modifications are needed, you can skip this step. Jobs.messiah.edu directions are attached.

#### **February 5: RSVP for Job Fair due, Summer Postings due, and Zoom links due**

- Please send an email to [studentemployment@messiah.edu](mailto:studentemployment@messiah.edu) by February 5 to let us know if your department will be having any summer workers and to let us know whether or not you will be attending the Job Fair.
- Create your summer job posting by February 5. All summer positions must be posted (via a 'posted/not visible' posting even if you are hiring students that are currently working or have worked for your department previously.
- If you will be attending the Job Fair, create a Zoom meeting link for February 17 from 11:30-4:00. Send the link to [studentemployment@messiah.edu](mailto:studentemployment@messiah.edu) by February 5 so that we can provide it to student job fair attendees.

#### **February 17: Summer Job Fair**

- If you will be attending the Job Fair, we will send you additional information. Please plan to be available to meet with students via Zoom from 11:30-4:00 on February 17. Our recommendation would be to offer 15-minute Zoom sessions every half-hour (e.g., 11:30, 12:00, etc.) using the same Zoom link for each session.

#### **March 4: Application deadline for priority consideration**

- Students that attend the Job Fair and apply by March 4 should be given priority consideration for any summer openings. Also, if you will be hiring students that have worked for you previously, they should apply by March 4 as well.

#### **March 19: Summer hiring proposals are due**

- Submit a hiring proposal via the jobs.messiah.edu system for each student that you would like to request for a summer position.

Additional information regarding summer student employment is listed on the following pages. Each supervisor is also asked to review the [Student Employment Handbook](#) and [Student Employment Supervisor Handbook](#), which contain more detail on student and supervisor responsibilities.

### Additional summer student employment information:

1. Summer 2021 student employment can start as early as Sunday, May 2 and ends Saturday, August 21. Eligible students may work 40 hours per week for 14 weeks. Students will receive 2 additional weeks of unpaid time off.
2. **All** summer hires, including current student employees and prior-summer student employees, must be processed and approved for hire by submitting a hiring proposal via the jobs.messiah.edu system by **March 19, 2021**.
3. Departments are encouraged to request/select continuing academic year students prior to the job fair to have an accurate count of all open positions.
4. All summer postings must be 'posted/not visible' for two weeks after the job fair. During that time, only job fair attendees will be given access (via the URL) to summer job openings. Departments must contact Student Employment if a public posting is needed after two weeks.
5. **Summer Job Fair attendees who apply by March 4 must be given first priority for summer openings.**
6. Departments with job openings not posted by the date of the job fair will only be permitted to hire summer student workers from the list of job fair attendees. Exceptions are granted only when the student vacated the position after the job fair or for documented and approved performance reasons.
7. Criteria for hiring a student for the summer includes: (1) the student having completed the spring semester, AND (2) planning to return to Messiah University for the following fall semester. **Graduates or withdrawn students cannot be placed in student positions by Student Employment.** To hire a student that has graduated or withdrawn, please contact the Office of Human Resources & Compliance. Incoming first-year and transfer students will be permitted to work in a student position, but may not live on campus.
8. When interviewing students, discuss: (1) job duties and expectations; (2) work hours/schedule required; (3) pay rate; (4) number of weeks the student will work (this summer has 14 work weeks); (5) time off schedule (2 weeks, unpaid) and any time off restrictions; and (6) required payroll forms and employment forms. This will help you to determine if this student will be a good fit to work in your department and will help the student understand job expectations before acceptance.
9. If your department has specific dates or weeks that the student cannot take off, or that only a limited number of time off requests are granted, be sure to communicate this to the student in advance.
10. Departments may make a contingent offer of employment to a student applicant prior to approval by the Student Employment Office. Departments must communicate that it is a conditional offer, pending approval of employment eligibility by the Student Employment Office.
11. Students are required to accept a job assignment by no later than one (1) week after the job offer. Exceptions can be granted by the hiring department for students awaiting confirmation on items such as study abroad program participation, internships and similar items.
12. Once a student accepts a full time summer assignment, they will be ineligible for other positions and will not be permitted to switch assignments.
13. Summer student employees who work full time (minimum of 35 hours per week) will have the option to live on campus. Students living on campus must complete a summer housing application with the Residence Life Office. Students working less than 35 hours per week and students not working in a summer job assignment will not be permitted to live on campus unless there is an acceptable reason (approved by the Residence Life Office) to live on campus.
14. Students who live on campus during the summer and work at least 35 hours per week receive room and board in addition to their hourly rate of pay as part of their compensation. Students who live on campus will be charged a \$20/week room fee for summer residential programming, which will be withheld from each paycheck. Students who work and choose to live on campus in the summer must take the full room and board plan. The value of the board is considered taxable compensation.
15. In addition to wages, departmental budgets will be charged \$325 per week (\$4,550 for the entire summer) for room and board for each full-time student living on campus.
16. Room and board charges are based on start and end dates submitted in the hiring proposal. It is assumed that if the student is working the full summer (May 2- Aug. 21), they will be taking 2 weeks off. If your student is

taking more (or less) than the standard 2 weeks of unpaid time off, be sure to communicate the arrangements to the Student Employment Office so that the appropriate adjustments can be made to the room/board charges. Also, if your student will be starting later than the week of May 2 or ending earlier than the week of Aug. 21, be sure to communicate how many total weeks they will be working so that the appropriate adjustments can be made to the room/board charges. You may note this on the hiring proposal or email [studentemployment@messiah.edu](mailto:studentemployment@messiah.edu).

17. Student employees not living on campus will receive an extra \$1.00/hr. of compensation in lieu of the room and board allowance, which will be charged to the departmental budget.
18. Departments must budget for on-campus housing for all summer positions. Hiring decisions cannot be based on on-campus vs. off-campus residence for the purpose of saving budget money. Basing hiring decisions on living arrangements, except where the position requires on-campus housing as a condition of employment, is discriminatory.
19. Summer student employees who are terminated or resign from a summer position must leave campus housing within 24 hours.
20. Summer 2021 wage levels, based on current budget assumptions, are attached. Student Employment will communicate if any future changes.
21. Student job levels are adjusted by Student Employment at the end of spring semester. Students who are continuing to work in the same department during the summer AND who worked at least 12 weeks during the prior summer-fall-spring period will receive a level increase starting in the summer. Please refer to the attached Student Wages Levels & Rates chart for more information on the pay scale.
22. Students will receive an onboarding checklist via the jobs.messiah.edu system when hired. Supervisors should ensure that onboarding paperwork is completed within their first week. If a student has not worked for Messiah previously, they will additionally need to complete an I-9 form. The I-9 form is due on or before the student's first day of work.
23. **All student employees in the following departments are required to have a full background check completed and submitted to Student Employment prior to their first day of employment:** all camp employees, Campus Events dorm workers, Campus Events first shift workers, Oakes Museum employees, Conference Events workers, Resident Assistants, and lifeguards.
  - For PA residents and international students, full background checks include: FBI Fingerprinting Check, Child Abuse Clearance, and PA State Police Check. Students/departments will be responsible for completing background checks. Clearances could take several weeks to arrive, so please plan accordingly. Detailed directions for completing background checks can be found on the Student Employment website: [https://www.messiah.edu/info/21146/student\\_employees/2081/background\\_checks](https://www.messiah.edu/info/21146/student_employees/2081/background_checks)
  - For non-PA residents, the Student Employment Office will perform an out of state Intellicorp background check and the department will be charged for the cost of the check (the typical cost is \$35).
24. Students under age 18 must submit a work permit to the Student Employment Office before starting a work assignment.
25. Summer student employees are required to attend the summer student employee orientation meeting (date TBA). Further details will be communicated.
26. The process and deadlines for summer camp hiring will be communicated separately. Departments hiring solely for camps are not required to attend the job fair.

Please contact the Student Employment Office with any questions.