

IMPORTANT INSTRUCTIONS FOR HIRING SUMMER STUDENT EMPLOYEES
SUMMER 2025

This important communication contains information for hiring summer of 2025 student employees. 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.

SUMMER JOB FAIR

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 summer job fair on **Tuesday, February 25, 2025 from 9:00-2:00 in the Eisenhower Commons**. Departments hiring summer student employees are required to attend 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.

SUMMER HIRING NEXT STEPS & TIMELINE

February 7: 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 and submit the position modification request. If no modifications are needed, you can skip this step. Jobs.messiah.edu directions are attached.

February 14: RSVP for Job Fair due and Summer Postings due

- Please send an email to studentemployment@messiah.edu by February 14 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 14. 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.

February 25: Summer Job Fair 9:00-2:00, ECC Commons

- Departments hiring summer student employees are required to attend 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. If you will be attending the Job Fair, we will send you additional information.

March 15: Application deadline for priority consideration

- Students that attend the Job Fair and apply by March 15 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 15 for priority consideration as well.

April 4: Summer hiring proposals are due

- Submit a hiring proposal via the jobs.messiah.edu system for each student that you would like to request to hire 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 2025 student employment can start as early as Sunday, May 4 and ends Saturday, August 23 for up to 16 weeks. Eligible students may work 40 hours per week and generally work 14 weeks with 2 additional weeks of unpaid time off, but departments can work with students on both hours and work weeks.
2. **All** summer student workers, 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 **April 4, 2025**.
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. Critical summer departments, including Admissions, Campus & Building Services, Dining Services and Conference & Event Services may request a public posting prior to the two weeks.
5. **Summer Job Fair attendees who apply by March 15 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. **Graduated 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; (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 30 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 30 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).
14. Students who live on campus during the summer and work at least 30 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 for positions not required to live on campus.
15. In addition to wages, departmental budgets will be charged \$365 per week (\$4,745 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 4- Aug. 23), 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 4 or ending earlier than the week of Aug. 23, 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.
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. Students will receive an onboarding checklist via the jobs.messiah.edu system when hired. Supervisors should ensure that onboarding paperwork is completed within the student's 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.
21. **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:** CBS dorm workers, CBS first shift workers, Oakes Museum employees, Conference Events workers, Resident Assistants, Lifeguards, and Swim Instructors.
 - 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 so that clearances are received prior to beginning the assignment. Background checks are not considered complete until all 3 clearances have been submitted to Student Employment via the student's onboarding checklist. Detailed directions for completing and submitting background checks can be found on the Student Employment website: https://www.messiah.edu/info/21146/student_employees/2081/background_checks
22. Students under age 18 must submit a work permit to the Student Employment Office before starting a work assignment.
23. Summer student employees are required to complete the Summer Student Employee Orientation. Further details will be communicated.
24. 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.