



<input type="radio"/> State Work-Study (Amount: _____)
<input type="radio"/> Federal Work-Study (Amount: _____)
<input type="radio"/> Institutional Work-Study
Only one box above may be checked PRIOR to hire
FAO Staff Initial and Date: _____
Student GPA and Hours Enrolled: _____
Only valid with FAO Staff Signature/Date
If this box is not complete, HR will not process hire



Student Employment Agreement (For all Work-Study Programs)

Section I (Completed by student, please print clearly):

Student's Name: _____ Date: _____

Student ID Number _____ Phone Number _____

E-mail Address _____

Job(s) title you are applying for? (Please list the job title and department)

Previously employed at IAIA as a work-study student? ☐ Yes ☐ No If yes, recent date _____

Section II (Completed by Supervisor):

☐ Check this box if student is a rehire for same position (from Fall to Spring semester ONLY).

Supervisor's Name: _____ Title: _____

Phone: _____ Email: _____ Department Code: _____

Contract Period: ____ - ____ - ____ to ____ - ____ - ____ Hours per week (20 hours/per week): _____

*"Student employees are restricted to working no more than twenty hours per week when classes are in session. **Student employees are not allowed to work overtime hours.**" Student must remain in their allotted award amount.*

Section III (Contract Provisions):

All Work-Study positions pay \$8.00 per hour.

Student may only have one IAIA work-study position at one time.

The above named student employee shall be on duty as needed and determined by the student course schedules and working hours, including office hours, classroom hours and other time requirement as so defined by the supervisor and/or Dean/Director of the employee.

The above student employee shall be advised and oriented by the immediate supervisor and/or Dean/Director to determine work schedules; classroom responsibilities; to the personnel policies and procedures; chain-of-command; professional ethics, conduct and responsibilities; and other duties and activities as required.

The above named student employee is responsible for working closely with the supervisor, Dean/Directors and other staff in promoting and maintaining an atmosphere of academic, personal, and social growth in their classroom, work station and/or area of responsibility.

The above named student employee is a representative of IAIA and will support and interpret, based upon orientation from their immediate supervisor and/or Dean/Director, the goals, policies and expectations of the Institute.

The above named student employee will perform those additional duties and responsibilities as may be designated by the immediate supervisor and/or Dean/Director.

Must abide by and be responsible for the successful fulfillment of all requirements and obligations described in the IAIA Work-Study Policies and Procedures Manual.

Shall not abuse confidentially matters entrusted by staff, faculty or students.

Students can be terminated for: poor performance, insubordination, absence without notice, or receiving all work-study allocation.

Section IV (Signature Approvals):

Financial Aid Director	Date
------------------------	------

Student	Date
---------	------

Supervisor	Date
------------	------

(By signing this application, the Supervisor accepts the student for the work-study position.)

ALL SIGNATURES ABOVE REQUIRED PRIOR TO HR.

Human Resources Representative's Signature (HR acknowledges that the work-study student's paperwork is complete)	Date
---	------