Student Assistant Authorization and Hiring Process

Step 1: Supervisor creates a job description (for new position or change of duties).

Step 2: Supervisor receives permission from Division Dean/President to hire student assistant (s).

Step 3: If the supervisor has selected a student to be hired and doesn't need assistance identifying a student, proceed to Step 6.

Step 4: If assistance in identifying a student is needed, register your office and post your job to www.collegecentral.com/housatonic/Employer.cfm

Step 5: Review applicant résumés on CCN, select students and schedule interviews.

Step 6: Once a student has been identified to be hired, supervisor completes **Student Assistant Authorization Form** (see link below for forms). All sections of the Student Assistant Authorization Form are to be completed in the order listed on the form. The student completes the first section and returns form to supervisor.

Step 7: Supervisor emails form to Financial Aid office for verification of work study funds. If the student is not eligible for work study, the supervisor must determine alternative funding with department or divisional dean.

Step 8: When funding is determined, Section III of the Student Assistant Authorization form is completed.

Step 9: Supervisor sends Student Assistant HR forms found on the HCC HR homepage https://www.housatonic.edu/career-services/hr-forms-for-students and notifies student to complete HR forms.

Step 10: Student returns/emails all completed HR paperwork to supervisor and supervisor reviews and signs HR documents.
- **HR Will Not Accept Incomplete Paperwork.** Supervisor sends **ALL COMPLETED** paperwork listed below to HR and Student submits ORIGINAL I-9 documents to HR
    - Student Assistant Authorization form
    - A copy of the JOB DESCRIPTION
    - Supervisor and Student Assistant Certification form
    - SSC Applicant Release Auth. Form
    - HCC Personnel Record
    - ConnSCU Ethics Statement and Signature Page
    - Statement Concerning Your Employment in a Job Not Covered by Social Security
    - I-9 form Federal and State W-4 forms
    - Direct Deposit (optional)

Step 11: Background Check and Human Resources & Payroll Authorization
- HR completes background check and delivers all necessary documents to Payroll Office.
- Payroll Office emails the Student, Supervisor, Dean/President, Financial Aid, and Career Services to indicate that the student's hiring process is complete (with start and end dates).
- Payroll completes section IV of Student Assistant Authorization form and distributes copies to Financial Aid, Supervisor, Dean/President and Office of Career Services.
- Student submits bi-weekly timecards to Payroll with supervisor's signature.