



Student Assistant Authorization and Hiring Process

Step 1: Create a job description.

Step 2: Get permission from Division Dean/President to hire student assistant.

Step 2: Register your office and post your job to www.collegecentral.com/housatonic/Employer.cfm

Step 3: Review applicant résumés on CCN and select student to be hired.

Step 4: Supervisor picks up **Student Assistant Authorization Form** from Office of Career Services. 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.

Step 5: Supervisor prints Student Assistant HR forms found on the HCC HR homepage www.housatonic.edu/about-us/human-resources-department/hr-forms

Step 6: Student returns all completed HR paperwork to supervisor and supervisor reviews and signs all HR documents. **HR Will Not Accept Incomplete Paperwork.**

- Student picks up **COMPLETED HR** paperwork from supervisor and brings **ORIGINAL I-9 DOCUMENTS** to Human Resources LH-A203a and **ALL** paperwork listed below:
 - Student Assistant Authorization form (contains multiple copies)
 - 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 6: Background Check and Human Resources & Payroll Authorization

- HR completes background check on student 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 last section of Student Assistant Authorization form and distributes copies to Financial Aid, Supervisor, Dean/President and Office of Career Services.
- Students submit bi-weekly timecards to Payroll with supervisor's signature.