The University of Texas at Dallas Student Employment Handbook
2019-2020

This is a guide to student employment for students and departmental hiring managers.

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Introduction

Thank you for your interest in the UTD Student Employment Program. Our program was designed to provide students with part-time employment experiences that may supplement their income and provide added educational benefits outside of the classroom. This handbook is designed for use by hiring managers, supervisors and students. Reading this handbook will provide a general overview of student employment policies, procedures and practices.

UTD's Student Employment Program is a cooperative effort between the Career Center, Student Employment Office, International Student Services Office, Office of Financial Aid, Office of Budget and Finance, and university hiring departments. UTD's Student Employment Program also partners with Student Leadership Programs to facilitate and support students in obtaining Emblems of Distinction throughout the course of their academic careers, ensuring readiness for professional life well after their time at the university has concluded.

If you have questions or concerns regarding the content of this handbook, please feel free to contact the Student Employment Office at 972-883-2943. You can also email questions to studentemployment@utdallas.edu, or stop by our office in the Career Center, Student Services Building, third floor, SSB 3.300.

Mission

The mission of the Student Employment Office is to provide students with part-time employment opportunities where they can learn and develop career readiness skills that prepare them to be successful professionals.

The National Association of Colleges and Employers (NACE) has outlined eight core competencies that assist students with the transition from college graduates to employed professionals.

The competencies are:

- o **Critical Thinking/Problem Solving:** *Exercise sound reasoning to analyze issues, make decisions, and overcome problems. The individual is able to obtain, interpret, and use knowledge, facts, and data in this process, and may demonstrate originality and inventiveness.*

- o **Oral/Written Communications:** *Articulate thoughts and ideas clearly and effectively in written and oral forms to persons inside and outside of the organization. The individual has public speaking skills; is able to express ideas to others; and can write/edit memos, letters, and complex technical reports clearly and effectively.*

- o **Teamwork/Collaboration:** *Build collaborative relationships with colleagues and customers representing diverse cultures, races, ages, genders, religions, lifestyles, and viewpoints. The individual is able to work within a team structure, and can negotiate and manage conflict.*

- o **Digital Technology:** *Leverage existing digital technologies ethically and efficiently to solve problems, complete tasks, and accomplish goals. The individual demonstrates effective adaptability to new and emerging technologies.*

- o **Leadership:** *Leverage the strengths of others to achieve common goals, and use interpersonal skills to coach and develop others. The individual is able to assess and manage his/her emotions and those of others; use empathetic skills to guide and motivate; and organize, prioritize, and delegate work.*

- o **Professionalism/Work Ethic:** *Demonstrate personal accountability and effective work habits, e.g., punctuality, working productively with others, and time workload management, and understand the impact of non-verbal communication on professional work image. The individual demonstrates integrity ethical behavior and acts responsibly with the interests of the larger community in mind. This individual is also able to learn from his/her mistakes.*

- o **Career Management:** *Identify and articulate one's skills, strengths, knowledge, and experiences relevant to the position desired and career goals, and identify areas necessary for professional growth. The individual*

is able to navigate and explore job options, understands and can take the steps necessary to pursue opportunities, and understands how to self-advocate for opportunities in the workplace.

o **Global/Intercultural Fluency:** *Value, respect, and learn from diverse cultures, races, ages, genders, sexual orientations, and religions. The individual demonstrates, openness, inclusiveness, sensitivity, and the ability to interact respectfully with all people and understand individuals' differences.*

For more information about career readiness and NACE competencies, please visit http://www.naceweb.org/career-readiness/competencies/career-readiness-defined/

Student Employment Eligibility Requirements

For consideration as a student employee in any capacity at the University of Texas at Dallas, an individual must:

o Be at least 16 years of age (for domestic students). Be at least 18 years of age (for international students).
o Comply with the Selective Service Registration requirements (international students exempt).
o Be a current student of the University of Texas at Dallas.
o Be able to maintain a minimum grade point average of 2.0.
o Consent to a Pre-Employment Background Check before an offer of employment can be made.
o Consent to Employment Verification Check after paperwork is completed.

Additional Considerations for International Students:
o If you are an international student, you must comply with the United States Citizenship and Immigration Services regulations. The UTD International Students Services Office (ISSO) determines eligibility and grants permission for employment.

Visa Work Authorization Guide

Visa Type	Description	Authorized to Work On Campus?
B-1/B-2	Visitor Visa	Not authorized to work on campus
E-1/E-2	Investor Dependent	E-1 Authorized to work on campus with EAD E-2 Not authorized to work on campus
F-1	Student Visa	Authorized to work on campus
F-2	Dependent	Not authorized to work on campus
H-1B	Skilled Employee	Not authorized to work on campus
H-4	Dependent	Not authorized to work on campus
J-1	Exchange Visitor	Authorized to work on campus (with written permission from International Center only)
J-2	Dependent	Authorized to work on campus with EAD

Enrollment Requirements

UTD student employees are required to be enrolled for a minimum number of credit hours to participate in student employment. Enrollment requirements were established to comply with U.S. Department of Education, United States Citizenship and Immigration Services and Internal Revenue Service regulations. Audit hours do not qualify as credit hours for student employment purposes.

If a student withdraws or drops below the minimum enrollment requirement, they are no longer eligible to continue to work on campus until their enrollment is increased to at least the minimum requirements.

Domestic Students	Fall and Spring Semesters
Undergraduate	6 or more
Graduate	6 or more

International Students	Fall and Spring Semesters
Undergraduate	12 or more
Graduate	9 or more

Students who may fall under circumstances that require them to be enrolled for less hours than the minimums indicated above, for example a student employee in their graduating semester enrolled for only 3 credit hours, will need to be cleared on a case by case basis by the Student Employment Office. The Student Employment Office will notify departments when minimum requirements are not met in regards to hiring eligibility as a function of the Hiring Proposal review process. (*See page 7, step 4*)

Summer Employment
Summer enrollment is not required for students to work during the summer if they were enrolled in classes during the previous Spring semester or are enrolled in classes for the upcoming Fall semester.

Incoming freshmen are not eligible to work during the summer session prior to their first semester of enrollment. If a student who is not an incoming freshmen is enrolled during the Summer session and does not have proof of enrollment for the upcoming Fall semester, employment clearance will be reviewed on a case by case basis.

Students who are graduating are not eligible to work during the summer unless they are enrolled in summer courses or have enrolled in classes for the upcoming Fall semester at UTD. The last day of employment for graduating students is the last day of final exams. Eligible students not enrolled in summer classes may work up to 40 hours per week during summer semesters.

*Students who are employed while taking summer courses must follow the Quantity of Work Rule. (See page 8)

Types of Student Employment
The Student Employment Office manages the onboarding and documentation process for several different types of student employees. For proper administration and funding reconciliation, the UTD student employment program divides student workers into 3 main categories:

Regular Student Employee - traditional on-campus student worker hired by a university department and paid solely through that department's allocated funds.

Federal Work-Study (FWS) Student Employee - FAFSA approved aid recipient that has part of their funding subsidized by the federal government. Funds are combined with the department's allocated budget but are given a maximum limit made known to the student at time of acceptance.

FWS Community Service Student Employee - positions provided through official agreements with off-campus community partners including but not limited to local non-profits, school districts, afterschool programs and other civic focused organizations. Students in this role typically serve as tutors and are funded through grant money received from the federal government.

Classifications of Student Employees
In order to prevent confusion and further streamline internal processing, the Student Employment Office has one main classification for student employees:

- o **Student Workers (**also occasionally referred to as **Student Assistants)**

The titles specified above do not have formalized job descriptions so each hiring department is responsible for creating a job summary complete with required hours, approved pay rates and defined start and end dates. The duties and responsibilities of these positions vary based on departmental needs, job requirements, knowledge and specific skill levels.

International Students

International students are encouraged to engage in the various student employment opportunities available on campus with the following considerations in mind:

- o International students may work a maximum of twenty (20) hours per week during the Fall and Spring semesters.
- o International students are not eligible for participation in the Federal Work Study (FWS) Program.
- o International students may work during summer sessions under the guidelines of the Quantity of Work Rule i.e. a student's combined course credit hours and work hours may not exceed 40 hours per week.
- o If the summer session is the student's first semester of enrollment, he/she is not eligible to work.

Required Paperwork

There are a number of documents the Student Employment Office must process in order to ensure student employees are lawfully authorized to work for and be paid by the University. This documentation is required to be completed **BEFORE a student begins to work**.

Universal forms required to be completed by student employees include:
- o Form I-9 for Employment Eligibility
- o Personal Data Form
- o Selective Service Form
- o DayOne Acknowledgement

Additional Considerations for Domestic Students	*Additional Considerations for International Students*
o Online W-4 form via Galaxy o Online Direct Deposit form	o Online Direct Deposit form o FNIS guidelines for tax compliance* o SSN to complete the FNIS form

For more information on FNIS tax compliance for international students visit:
(http://www.utdallas.edu/bursar/taxes/fnis/)

The Hiring Process

The Student Employment Office is dedicated to making sure all new hires are authorized to work as efficiently and expediently as possible. To accomplish this, it is crucial to have awareness of the overall process involved in hiring a student employee. Departments should set realistic expectations with their student employees and additional staff in regard to the processing times for hiring a student worker or student assistant.

Steps in the current hiring process are summarized below with best practices included:

1. **Hiring Department completes and signs all required fields on the Hiring Proposal Form (HPF).**
   a. *Always include the student's UTD ID number in the applicable space on the HPF.*
   b. *Remember to use the student's legal/given name as it will need to match on official documentation. Use of nicknames or incorrectly spelled names can cause delays in processing.*
   c. *The preferred start date is a date in the future, **preferably 5-7 business days** from the day the hiring proposal is submitted to the Student Employment Office.*
   d. *The Student Employment Office requires only one departmental signature on the form but follow any applicable departmental guidelines regarding multiple signature requirements.*
   e. *Every Hiring Proposal must have a Handshake Job ID#.*

2. **New Hire Student completes and signs all required fields on the Criminal Background Check Form (CBC).**
   a. *Please type or print information legibly to avoid delays.*
   b. *Students should send their completed CBC forms to their potential hiring department contact or supervisor(s). Do not bring the CBC to the Student Employment Office directly.*

3. **Hiring Department emails both forms, the HPF & CBC, to studentemployment@utdallas.edu for processing.**
   a. *The HPF and CBC are located under the "__Quick Links__" tab on the Student Employment website https://www.utdallas.edu/career/hirestudent*

4. **The Student Employment Office will review and process the HPF and CBC.**
   a. *Job offers will be extended to selected candidates contingent upon results received from the CBC.*
   b. *All department contacts listed on the HPF will be copied on job offer emails.*

5. **New Hire Student will follow the instructions listed in the job offer email.**
   a. *New Hire Student must set appointment (as outlined in the offer email) to come into the Career Center and fill out all required forms.*
   b. *Students __MUST__ complete paperwork with the Student Employment Office __ON__ or __BEFORE__ the first day of work, as indicated in the job offer email. __Students may not begin work until employment eligibility has been verified by the Student Employment Office.__*

6. **The Student Employment Office will send a follow-up email to new hire students, confirming that all required paperwork has been completed, and the student may begin work as scheduled.**
   a. *All contacts listed on the HPF will be copied on follow-up emails.*

7. **Payroll Department initiates ePARS for new hires.**
   a. *Online timesheets will be made available after the ePAR has completed the approval cycle and the student's information has been confirmed in PeopleSoft.*
   b. *Supervisors must assign new hires a timesheet manager.*
   c. *After a timesheet manager has been assigned, students will have access to timesheets and may begin recording hours worked.*
      i. *__Please note:__ Students will not have immediate access to timesheets after on-boarding is complete. It can take up to __14 business days__ after paperwork is complete before timesheets are available in Galaxy. Students should keep track of the days and hours they have worked to enter that information on their timesheet when it becomes available.*

Maximum Work Hours and Multiple Jobs

According to University policy, all student employees are to be employed on a part-time basis that does not result in the displacement of a civil service or other full-time faculty/staff position. The following maximum work hours and multiple job restrictions were established to comply with University policy, the United States Citizenship and Immigration Service and Internal Revenue Service regulations.

If a student is employed in more than one on-campus student worker role, the hours worked in all of the student worker jobs cannot exceed the total hours set forth on the following page (Quantity of Work Rule).

Both international students and domestic work study students may work up to a maximum of 20 hours per week (part-time) during the Fall and Spring semesters.

Students may work the maximum hours per week as determined by the Quantity of Work Rule during the summer semesters and interim breaks. *(Break periods are defined as a duration of 5 days or more.)*

For questions related to the maximum allowable work hours, please contact Student Employment (972-883-2943).

Quantity of Work Rule

In regards to maximum work hours, the Quantity of Work Rule states, "A student's combined employment and semester hours may not exceed forty (40) hours per week." (Classes + Work = 40 hours worked per week or less).

Our student employment programs adhere to the Quantity of Work Rule. Hiring departments are responsible for complying with the Quantity of Work Rule when hiring non-work-study (NWS) students. There are additional Quantity of Work restrictions imposed by the USCIS for international students with F1 student visas. For more information or further details on international employment policies, contact the International Student Services Office (ISSO).

Student employees at the University may hold a maximum of 2 on-campus jobs. Students who hold a work-study position may have only one work-study position and one non-work-study position. If a student is offered more than one work-study position it must be reviewed and approved by the Student Employment Office.

Reporting and Tracking Time

Student employees are responsible for tracking their time via online systems, timesheet templates or other means provided by the university depending on the nature of their employment.

Timesheets are accessible through the Galaxy system. Any hours worked are documented by entering the time that the work starts and ends. Time taken for lunch breaks should not be documented as worked time. Timesheets should be completed daily to ensure accuracy. Managers/supervisors approve time entered on a regular basis, preferably weekly to avoid lapse in approvals, and submit final time to the payroll office.

The Web Clock is another time-tracker accessible through the Galaxy system for select areas. Student workers access the system to clock in prior to starting work, clock out for lunch breaks and when the work day ends. Time taken for lunch breaks should not be documented as worked time. The Web Clock should be accessed to document time daily to ensure accuracy. Managers/supervisors approve time entered and submit final time to the payroll office.

The Student Employment Office provides additional information and instructions regarding system access, time tracking processes, pay periods, deadlines and pay days to all student employees.

Rest Periods/Breaks

The University of Texas at Dallas provides an opportunity for student employees to take paid resting breaks that last no longer than 15 minutes for a shift that is six hours or more, provided the following conditions are met:

- o Break schedules must be coordinated between the employee and the supervisor.
- o Multiple breaks cannot be combined to create a 30 minute break
- o Paid breaks cannot be added to the beginning or end of the work schedule and cannot be added to the lunch break.

Pay Structure

Student Employees are paid on a semi-monthly (twice per month) basis. Jobs at the University of Texas at Dallas are priced based on skills, experience, education level and assigned duties. All hiring departments calculate rates in observance of the established state and federal minimum wage rates. Hiring departments determine the rate of pay for each position with job duties, responsibilities and budget allocations considered.

Payment Schedule (Sample)

Listed below is an example of the Semi-Monthly Payroll Deadline Schedule. The most current schedule can be obtained on the UT Dallas website: https://www.utdallas.edu/payroll/semi-monthly-payroll-deadlines-schedule/

Semi-Monthly Payroll Deadlines Schedule (*SAMPLE*)

Pay Period Dates	Pay Date	Time and Labor Department Deadline	ePAR Completion in Payroll
06/01/2019 – 06/15/2019	July 1, 2019	July 9, 2019	July 9, 2019
06/16/2019 – 06/30/2019	July 15, 2019	July 26, 2019	July 26, 2019
07/01/2019 – 07/15/2019	August 1, 2019	July 26, 2019	July 26, 2019
07/16/2019 – 07/31/2019	August 15, 2019	August 9, 2019	August 9, 2019

Responsibilities of Student Employees

All Student Employees at the University of Texas at Dallas are expected to:

o Abide by the policies and procedures of their employing department.
o Be dependable, prompt, and reliable in attendance.
o Be courteous and display a professional image for their department and the University.
o Work the hours and perform the tasks assigned.
o Submit correct work hours promptly to ensure payment on the scheduled payday.
o Notify supervisors prior to assigned work time if they will be absent from work.
o Notify employers if no longer enrolled for the appropriate number of credit hours to be employed, and therefore stop working immediately (employers may or may not hold jobs until enrollment eligibility requirements are met).
o Fulfill the terms of the employment agreement; usually to the end of a semester.
o Give at least a two week advance notice to end a job if quitting or intentionally not returning to the same position the following semester.
o Do not accept work assignments during your scheduled class time.

Dress Code

Each hiring department determines the standards of acceptable dress for their student employees. These standards may vary based on the duties and responsibilities of the job performed.

A list of work attire deemed universally unacceptable includes:

o Attire promoting other universities
o Athletic wear (unless required by the hiring department)
o Sleepwear
o Flip-flops or house shoes
o Tank tops without some form of an outer-covering
o Torn or cropped tops (mid-drifts should be covered)
o Clothing displaying offensive graphics or text
o Stained, unclean or excessively torn clothing

Graduating Student Employees

The last day of employment for student employees who are graduating is the last day of final exams.

The dates for FY2020 are as follows:

Fall 2019 Semester - Friday, December 13, 2019

Spring 2020 Semester - Friday, May 15, 2020

Federal Work-Study

The goal of the Federal Work-Study (FWS) Program is to "stimulate and promote the part-time employment of students in institutions of higher education who are from low-income families and are in need of the earnings from such employment to pursue courses of study at such institutions." The term "work-study" indicates that you may be provided with opportunities for employment that are subsidized by the federal government while you are enrolled in at least 6 credit hours graduate or undergraduate. The receipt of a FWS award does not guarantee you a job. However, you do have exclusive access to apply for positions classified as work study jobs.

FWS is incorporated into the financial aid package for eligible students based on financial need, as determined by the Free Application for Federal Student Aid (FAFSA).

These students may work on or off campus, or for community service oriented non-profits or government agencies. The receipt of a FWS award does not guarantee a job; however, there is exclusive access to apply for positions classified as work-study jobs within the job repository Handshake. An award authorizes students to seek a work-study job with an earnings limit cap. The student should plan accordingly to be sure to work enough hours to reach the earnings limit and budget the earnings to last throughout each semester as best they can.

Students are limited to working a maximum of 20 hours per week barring periods of non-attendance (i.e. when classes are not officially in session). The university does not participate in summer work-study.

Eligibility for FWS Funding

The following are general eligibility requirements that students must meet in order to be considered for Federal Title IV Financial Aid:

Students must:

- o Demonstrate financial need, as determined by the FAFSA.
- o Have a high school diploma or General Education Diploma (GED) certification.
- o Be enrolled or accepted for enrollment as a regular student working toward a degree or certificate in an eligible program.
- o Be a U.S. citizen or eligible non-citizen.
- o Have a valid Social Security number.
- o Meet satisfactory academic progress standards set by the Financial Aid Office according to federal guidelines set by the U.S. Department of Education.
- o Certify that you will use federal student aid only for educational purposes.
- o Certify that you are not in default on a federal student loan and that you do not owe money on a federal student grant.
- o Comply with the selective service registration, if required.

Additionally, in order to be authorized for Federal Work Study employment, a student must have a Federal Work-Study award listed in their Galaxy account for the current academic year. Awards for Federal Work-Study funds are made on an annual basis. Students who apply on time through the FAFSA will be considered for our limited supply of campus-based FWS funding. Funds are awarded based on the annual allocations received from the U.S.

Department of Education. The Student Employment Office does not have authority to increase or decrease award amounts allocated to students from the U.S. Department of Education. Students with specific questions about their work study awards should contact the Office of Financial Aid.

Community Service Federal Work-Study

The University also participates in the Federal Work-Study Community Service Program. Students working in this capacity have the opportunity to work off campus, most often in nonprofit organizations, governmental entities or public elementary and secondary schools that have entered into formal agreements with UTD.

To be considered for the Federal Work-Study Community Service Program, a student must meet all the same criteria as the work-study program and also have access to transportation to and from the work site as it will not be provided.

Advertising Student Employee Jobs

All hiring departments are responsible for creating a job summary, identifying work hours, pay rates and other terms of employment. All opportunities for student employment are advertised through the Handshake system. Regular student employee and Federal Work-Study job postings are reviewed by the Student Employment Office before being made live in the system.

Postings must include:

- o Name of the position.
- o Classification of the position (Student Worker or Student Assistant).
- o Department or office in which the student will be employed.
- o Location where the student will perform his/her duties.
- o Name of the student's supervisor.
- o Duties and responsibilities associated with the position.
- o Rates of pay for the position.
- o General qualifications for the position; Federal Work-Study or non-Work-Study.
- o The length of the student's employment (beginning and ending dates).

All on-campus student employment postings should be advertised for a minimum of 5 days or 50 applicants reached in accordance with UTD Human Resources guidelines.

Job Mediation and Mentoring

The Associate Director and the Coordinator of Student Employment serve as mediators between students and supervisor(s), if needed. If it is determined by the hiring department and/or student that the job offered and accepted is no longer a good fit, we recommend contacting the Student Employment Office to assist in the development of a success plan that will provide the student with an opportunity to be considered for other open positions more appropriate and aligned with the student's goals.

Termination of Student Employees

The Student Employment Office recommends the following process to address and correct unsatisfactory work performance prior to the termination of student employees:

1. Issue a Verbal warning documented by a supervisor with calendar or other notes.
2. Issue a written warning for unsatisfactory performance documented in writing and submitted with student acknowledgement and signature.
3. Submit a termination request form to the Student Employment Office via direct supervisor(s).
4. Process an end EPAR and file notation if needed.

Specific examples of unsatisfactory performance that may lead to disciplinary action and/or termination include but are not limited to:

- o Excessive tardiness, absenteeism, job abandonment
- o Falsification of timesheets
- o Theft
- o Unauthorized release of confidential information/breach of confidentiality
- o Harassment, violent or obscene behavior
- o Vandalism of university property
- o Consistent unsatisfactory job performance
- o Insubordination

If the department determines that the student will need to be terminated, we recommend they allow the Student Employment Office to communicate the decision to the student in an effort to best work with the student to find alternative employment opportunities.

Student Worker Appreciation

Each April, The University of Texas at Dallas joins colleges and universities nationwide in celebration of National Student Employment Week. The Career Center encourages managers, supervisors, and other departmental staff to celebrate student employee contributions during National Student Employment Week.

Potential celebration ideas include:

- o Designing and presenting your student employees with certificates of appreciation.
- o Giving student employees flowers or candy.
- o Hosting a potluck breakfast or lunch in their honor.
- o Making a poster or banner to hang with all department staff signatures.
- o Posting fun photos on the department's social media pages (with permission).
- o Taking student employees out for a lunch.
- o Writing student employees thank-you notes for a job well done.

UTD Policy on Non-Discrimination

The University of Texas at Dallas is committed to providing an educational, living and working environment that is welcoming, respectful and inclusive of all members of the University community. An environment that is free of discrimination and harassment allows members of the University community to excel in their academic and professional careers. To that end, to the extent provided by applicable federal and state law, the University prohibits unlawful discrimination against a person because of their race, color, religion, sex (including pregnancy), national origin, age, disability, genetic information or veteran status. The University's commitment to equal opportunity extends its nondiscrimination protections to include sexual orientation, gender expression and gender identity.

Any student employee who believes he/she has been subjected to discrimination should contact the Office of Institutional Equity and Compliance. https://www.utdallas.edu/oiec/equity/

Disability Accommodation

The University of Texas at Dallas complies with the Americans with Disabilities Act (ADA) which protects qualified applicants and employees with disabilities from discrimination in hiring, promotion, discharge, pay, job training, fringe benefits, classification, referral, and other aspects of employment on the basis of disability. It is the responsibility of the student employee with a disability to inform their supervisor and seek available assistance. For information regarding accommodations, please contact the Office of Student AccessAbility http://www.utdallas.edu/studentaccess/

Closure

The processes and procedures of the Student Employment Office are created with the primary goals of student success and enrichment. All processes are developed under the guidance of the Career Center operations and are developed in observance of the University of Texas at Dallas policies and procedures.

Frequently Used Terminology

Student Employee – is a part-time, non-benefit eligible employee who is currently enrolled and registered for classes at the University of Texas at Dallas with the primary purpose of attaining a degree or certificate. Student employees are at-will employees and the conditions of employment are identified as interim or temporary and incidental to the pursuit of a degree or certificate.

Research Assistants (RA) or Teaching Assistants (TA) are not hired through Student Employment. Please visit https://policy.utdallas.edu/utdpp1075 or contact the Department of Human Resources via email at hr@utdallas.edu.

Internships (Paid and Unpaid) - are not hired through Student Employment. Please visit https://www.utdallas.edu/career/internships/, email utdinterns@utdallas.edu or stop by the Career Center on the third floor of the Student Service Building room SSB 3.300

Federal Work-Study Student Employee (FWS) – FAFSA designated recipient of a type of financial aid that allows student workers to have their earnings subsidized by the federal government.

Non-Work-Study Job (NWS) – NWS positions are hourly part-time positions available to all currently enrolled UT Dallas students. NWS positions are funded by the hiring departments. These positions are non-need based positions that do not require the completion of the Free Application for Federal Student Aid (FAFSA).

References and Acknowledgements:

Federal Work Study Program Guidelines
https://ifap.ed.gov/sfahandbooks/attachments/0607Vol6Ch2OperatingFWS.pdf

NACE
http://www.naceweb.org/
University of Texas at Dallas Equal Employment Opportunity Policy Statement
https://www.utdallas.edu/oiec/files/EEOStatement2017.pdf
University of Texas at Dallas Diversity and Inclusion Statement
https://jobs.utdallas.edu/
University of Texas at Dallas Human Resources
https://www.utdallas.edu/hr/
University of Texas at Dallas Payroll Office
https://www.utdallas.edu/payroll/
University of Texas at Dallas International Center
https://www.utdallas.edu/ic/
University of Texas at Dallas Office of Accessibility
https://www.utdallas.edu/studentaccess/