



# STUDENT EMPLOYMENT

STUDENT WORKER AND GRADUATE  
ASSISTANT POSITIONS

# STUDENT WORKER POSITIONS

- Must be a full-time student
- Positions within the School are available in a variety of areas. Administration, Louisiana Tumor Registry (LTR), Louisiana Cancer Prevention and Control Program (LCP), STD-HIV Program, Consortium for Health Care Transformation (CHT) and other research/service projects.

# WHERE TO FIND POSITION POSTINGS

- <https://www.lsuhscc.edu/Administration/hrm/CareerOpportunities>
- <http://sph.lsuhscc.edu/jobs/>
- Talk to faculty and staff
- School-wide student emails

# HIRING PROCESS

- Must complete required new hire paperwork and submit certification of full-time student status to the business office
- Can not begin working until new hire paperwork is fully approved by Human Resources
- Typically takes 1 to 2 weeks for hiring process

# IMPORTANT STUDENT WORKER POLICIES AND INFORMATION

- Student Worker positions are paid an hourly rate
- Must clock in and out using webclock via Peoplesoft
- May work up to 20 hours per week while School is in session
- May work up to 40 hours per week during the summer or holidays
- Student Workers are paid bi-weekly on Fridays
- Must turn in any time correction forms Monday prior to each payday
- Must sign a time detail report and obtain supervisor's signature for every pay period

# GRADUATE ASSISTANT POSITIONS

- Must be a full-time PhD Student
- Positions are generally offered when individuals are accepted as a new student; however research opportunities do sometimes arise mid-year for individuals seeking a position
- Positions within the School are available in a variety of areas. Teaching Assistant, Louisiana Tumor Registry (LTR), Louisiana Cancer Prevention and Control Program (LCP), STD-HIV Program, Consortium for Health Care Transformation (CHT) and other research/service projects.

# IMPORTANT GRADUATE ASSISTANT POLICIES AND INFORMATION

- Graduate Assistants are paid a monthly stipend on the last business day of each month
- May work up to 20 hours per week while School is in session
- May work up to 40 hours per week during the summer or holidays (monthly stipend amount does not change)
- Must certify time worked each month through Peoplesoft self service
- Can only be employed in one employment category; not eligible to also be a student worker

# STUDENT TRAVEL

- Some funds are available for student travel within each program area and/or depending on which program area a student is working in
- Student's traveling must follow the same travel regulations as employees
- Travel prior approval is required for all travel
- Flights have to be booked through the state travel agency and can not be booked until the travel prior is approved
- Registration fees will not be paid by the business office until the travel prior is approved
- There are rules regarding hotel rates, meal rates, and original receipt requirements