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.lsuhsc.edu/Administration/hrm/CareerOpportunities

• http://sph.lsuhsc.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