



Student Worker Job Description

Schedule: Schedule is as needed. Student Workers will be scheduled for work on a biweekly basis. Positions are designed to be 12 hours or less each workweek. A work week is 12:01 AM Monday – 12:00 AM Sunday.

Pay: Rate is \$12/hour. Student workers are paid biweekly according to the State payroll dispersal process. Funds for student worker pay are provided by and dependent upon availability from the WIOA Youth Grant. Student workers are at will employees. “Good standing” under academic and behavioral policies is required to maintain employment, as well as satisfactory work performance.

Duties: Student workers are required to be at work on time and to complete their shift within the parameters established in writing by the supervising AVTEC employee. As a student worker, in addition to the specific tasks of the work assigned, your duty is to educate, remind and monitor. **Enforcement is not a student duty.** You are to report to regular AVTEC employees any issues which may arise while under your shift that require further action.

Tasks: **Student workers may be assigned to a variety of different tasks, as needed. Examples of such duties are as follows:**

- Advertise and market recreational activities, and provide information about equipment available for loan, to AVTEC students
- Assist students with accessing recreational and extra-curricular resources and facilities
- Lead group activities in and around the AVTEC Residence Life Campus
- Operate the student snack bar, vending ready to eat/heat up foods to students and the general public
- Operate the espresso stand, selling hot drinks to AVTEC students and employees
- Assist students and monitor the AVTEC Library during times when it is not staffed by regular employees
- Operate the AVTEC ceramics room, helping users of the facility to create ceramics and other art projects
- Monitor and assess AVTEC facilities for safety and door security – reporting findings to supervisor
- Other duties as assigned by AVTEC Student Services, Instructional, or Residence Life Attendants



809 Second Avenue, P.O. Box 889
Seward, AK 99664



phone: (907) 224-3322
fax: (907) 224-4400



www.avtec.edu





AVTEC Student Worker Expectations

Student employment benefits the student worker by providing income and invaluable workplace skills, habits, and employment references while they pursue their training. Student employment also benefits all AVTEC students by providing important student services such as evening library and computer lab hours, student recreation opportunities and refreshments.

In accepting a campus position, a student employee is expected to meet the work performance standards listed below. Departments may also have more specific requirements:

1. The student employee will report to work on time and accurately record hours worked on their timesheet at the end of each shift. It is expected that all assigned hours will be worked unless arrangements are made in advance with the supervisor.
2. A student's direct supervisor may not be at the work location during a shift. Student employees will report to their backup supervisor, the dorm attendant or supervisor's cell phone.
3. All time sheets and evaluation forms must be turned in or emailed to the supervisor at the end of the last shift of the pay period.
4. A student employee will immediately bring to their supervisor's attention any problems or concerns they may have pertaining to the job.
5. **Again, enforcement is not a student duty.** You are to report to regular AVTEC employees any issues which may arise during your shift that require further action or violate the student.
6. A student employee will perform the duties assigned to the best of their ability.
7. A student employee will dress appropriately for the job as specified by their supervisor.
8. Students must be in good standing and remain so for employment to continue; students cannot work while they are on probation.
9. Students will receive permission before making personal phone calls during working hours or taking any unscheduled breaks. Employees will take no more than 5-10 minutes of break every 2 hours. Employees must wash hands before returning to work.
10. If a student has supervisor approval, then homework may be worked on during work hours when it does not conflict with job assignments. All job assignments must be completed before homework is attempted.
11. A student employee who hopes for a positive job reference should always try to give their supervisor two weeks' notice if they are quitting.
12. Any student that does not meet work expectations may be terminated at the request of the employing department. There is no probationary period.