

STUDENT EMPLOYMENT POLICIES AND PROCEDURES
FOR WORK-STUDY, CAMPUS EMPLOYMENT AND GRANT-FUNDED RESEARCH STUDENTS

Revised 7/2024

PURPOSE

Student employment is an important College resource as well as an opportunity for students to support their education and learn from the experience of working in a professional work environment. These policies apply to all student employees, including those undertaking work-study employment, campus employment, or grant-funded research.

Acceptance of Federal Work-Study or other College employment carries all the responsibilities and commitments as in any other employment situation. Student employees are expected to be dependable and dressed appropriately, to be considerate and respectful of their employer, co-workers and others, to perform tasks to the best of their ability and to comply with applicable College policies and laws.

COMPLIANCE

This policy is intended to ensure compliance with federal and state laws governing employment and the use of federal funds in support of financial aid and research grant agreements. The College employs students in three distinct groups: work-study, campus employment, and grant-funded research. Throughout this policy, these three groups will be collectively referred to as student employees, except where there is a specific need to address one type of student employee.

ELIGIBILITY FOR STUDENT EMPLOYMENT

Individuals must be matriculated in a College degree program, enrolled in and attending courses, residing within the United States and able to provide appropriate documentation to satisfy the requirements of Form I-9 (Federal Employment Eligibility Verification) and have a valid Social Security Number (or formal SSA receipt showing application for such number) in order to work on campus. Individuals are not eligible for student employment if they have graduated, withdrawn, taken a leave of absence or are studying abroad or are studying remotely and living outside of the United States.

Federal Work-Study is a work program for U.S. citizens and permanent residents, funded by the federal government and the College. Students must file the FAFSA and meet federal eligibility requirements to be considered for Federal Work Study. Federal Work Study does not necessarily guarantee a position as a student must apply for and obtain a position. You must reapply for financial aid each year to be considered for federal work study. All wages must be reported as taxable income on your state and federal income tax returns. For further information, see <https://www.holycross.edu/how-aid-works/work-study>.

International students with F-1 visa status have the opportunity to work up to 20 hours a week on campus (and up to 40 hours on campus when classes are not in session (i.e., winter break, summer, etc.)). Additional Information with respect to employment of international students on campus can be found [here](#).



NON-DISCRIMINATION STATEMENT AND RELATED POLICIES

The College's full Non-Discrimination Statement is available [here](#).

It is the policy of the College to adhere to all applicable state and federal laws prohibiting discrimination. The College does not discriminate unlawfully in admission to, access to, treatment in or employment in its programs and activities on the basis of a person's race, religion, color, national origin, age, marital or parental status (including pregnancy and pregnancy related condition), veteran status, sex, disability, genetic information, sexual orientation, gender identity or any other legally protected status, while reserving its right where permitted by law to take action designed to promote its Jesuit and Catholic mission.

The College is an equal opportunity employer and complies with all applicable federal, state, and local fair employment practices laws. All College employees, other workers, and representatives are prohibited from engaging in unlawful discrimination or harassment. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, training, promotion, discipline, compensation, benefits, and termination of employment.

To review the College's policies regarding discrimination and harassment and related investigation and resolution procedures and available resources and supportive measures, please see the following links: [Sexual Misconduct Policy](#) and [Equal Opportunity and Discriminatory Harassment Policy](#).

Please contact the College's Director of Title IX and Equal Opportunity for further information or with questions, concerns or complaints about discrimination, discriminatory harassment or retaliation:

Derek DeBobes
Associate Vice President for Title IX and Equal Opportunity
Hogan Campus Center - Suite 505
(508) 793-3336
ddebobes@holycross.edu

EQUAL EMPLOYMENT OPPORTUNITY AND AFFIRMATIVE ACTION

Holy Cross provides equal employment opportunities for all current and prospective employees and takes affirmative action in compliance with law to ensure that employment, training, compensation, transfer, promotion, and other terms, conditions, and privileges of employment are provided without regard to race, religion, color, national origin, sex, sexual orientation, gender identity, veteran status, disability or any other category protected by law.

Holy Cross takes affirmative action in compliance with law to ensure that applicants and employees are treated without regard to their race, religion, color, national origin, sex, sexual orientation, gender identity, veteran status, disability or any other category protected by law. Such action includes, but is not limited to, the following: employment; upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rate of pay or other forms of compensation; selection for training; leaves of absence, sick leave, or any other leave; fringe benefits; activities sponsored by Holy Cross, including social or recreational programs; and any other term, condition, or privilege of employment.

Employees and applicants are protected from coercion, intimidation, interference, or discrimination for (1) filing a complaint, (2) assisting in an investigation regarding alleged unlawful discrimination; (3) opposing any act or practice made unlawful by Executive Order 11246, the Rehabilitation Act of 1973, or the Vietnam Era Veterans' Readjustment Assistance Act; and (4) exercising any right protected by Executive Order 11246, the Rehabilitation Act of 1973, or the Vietnam Era Veterans' Readjustment Assistance Act.



The College has designated the Director of HR/Employee Relations to oversee its compliance with affirmative action laws:

Kristan Coffey
Executive Director of Human Resources
Smith 101
508-793-3040
kcoffey@holycross.edu

ALLOCATION OF STUDENT EMPLOYMENT FUNDS

The Budget and Planning Office allocates student employment funds to specific departments for each fiscal year. It is the responsibility of the department head to monitor and manage those funds and ensure that all student earnings remain within the established budget and the student's authorization limits as published by the Financial Aid Office.

In general, student employment is allowed during the summer. Summer wage rates are determined by the Office of Human Resources. All students working over the summer must be rehired after the end of the spring semester as positions do not continue following the end of the academic year, and summer employment must be separately established. See "Resignation and Termination of Student Employees" below.

RESEARCH GRANTS

The hiring for grant-funded research positions is coordinated through the Human Resources and Finance Offices. A campus employment authorization form should be completed for each student hire, indicating the name and chart string of the grant, the student working on the grant, their rate of pay, their weekly hours, and the duration of the assignment. The rates of pay generally should be consistent with the normal rates of pay for other comparable student employment positions. The completed form should be submitted to the HR Records Coordinator and the Manager of Gifts and Grants in Finance for review and approval. Once approved by the Manager of Gifts and Grants in the Finance Office, the HR Records Coordinator will move forward with processing the hire. In addition, all conditions with respect to employment of individuals set forth in the grant and applicable laws must be observed.

STUDENT JOB CLASSIFICATION SYSTEM AND WAGES

It is the policy of the College to comply with applicable law with respect to all compensation practices. In addition, Holy Cross strives to have a compensation system that is fair by documenting the requirements and responsibilities of each position and evaluating them in accordance with applicable criteria.

To achieve fairness in student pay rates and departmental practices, the College has developed a student job classification system. The job classification system applies to student employees who will be paid on an hourly basis. The system contains student job titles commonly used throughout the College, including acceptable rates of pay associated with each position. All departments must refer to this information before hiring a student, as these hourly rates of pay are fixed and must be applied consistently across campus. The College attests to the federal government and in grant applications that it follows consistent wage practices. Accordingly, hiring managers are prohibited from offering or establishing a wage rate that has not been approved by Human Resources. Please refer to Appendix A for positions and wages for student employment opportunities.

RULES GOVERNING STUDENT EMPLOYMENT



First year students may **only** work in the following departments (i) Dining Services, (ii) Justice, Equity, Belonging and Inclusion (“JEBI”), and (iii) select Community Service Work Study positions. Student employees who need to request an exemption from this policy on the basis of a disability or qualifying medical condition or a sincerely held religious belief should contact the Office of Accessibility Services and Human Resources.

Departments who wish to hire students must be aware of the three distinct types of student employment: work-study, campus employment, and grant-funded research. **Priority for hiring should always be awarded to work-study students; campus employment students will be assigned to each department on an exception basis.** Grant-funded research students can be hired at any time throughout the academic year.

Requests for exceptions must be forwarded to Human Resources for review. Any such requests should be submitted after October 1. This gives work-study students the first opportunity for employment. Once authorization to hire a student for campus employment has been granted, the same hiring procedures will apply.

Under no circumstances will campus employment students be hired, or should be told they will be hired, before receiving approval from Human Resources. To avoid hardship for students and embarrassment for the Department, do not promise an individual will be hired and then later request authorization to hire.

No student employee may exceed 20 hours of work per week across all jobs held at the College during the academic year. This rule does not apply when classes are not in session (i.e., winter break, summer, etc.); during these periods, a student may work up to 40 hours per week. If a department is interested in having a student employee work more hours while classes are not in session, the department must confirm with the Financial Aid Office and Budget Office that the appropriate funding is available in advance of hiring.

HIRING PROCEDURES AND FORM I-9 COMPLIANCE

The College is required to verify that all employees hired are legally entitled to work in the United States. All new student employees must complete a Form I-9 and provide the necessary documentation, specified on the Form I-9, to establish identity and employment eligibility. International students will be asked to show their I-94 and their I-20/DS 2019 in addition to their passport. Per federal law, no employee may begin work until they complete a Form I-9 and present the appropriate identifying documents and will not be eligible to be placed on the payroll until they have done so. [A list of acceptable identifying documents](#) is available on the I-9. The College is required to see original documents and cannot accept photocopies. Failure to complete paperwork in a timely manner, working without completing a Form I-9, or working without a Social Security Number may result in termination.

The I9 process has two basic steps:

- Filling out the I-9 form online in HR Self-Service
- Bringing original, unexpired documents to HR to verify the I9 (Photocopies will NOT be accepted per federal law).

Students cannot begin working until they have completed the full I-9 process with the Office of Human Resources.

The following process must be followed when hiring students:

Departments must attempt to hire work-study eligible students.



If the student to be hired has never worked on campus in a paid position, the department must direct the student to Human Resources to ensure that a Form I-9 is on file. The Form I-9 is processed electronically. Students will need to log into Human Resources Self-Service and complete the employee section of the Form I-9. Designated staff will then seek to verify that proper documentation has been provided.

All students should be entered into Peoplesoft Manager Self-Service as "Student Hires," Academic Year 20XX, and submitted to Human Resources for approval and processing.

Once a student employee has been processed by Human Resources, they will be directed to Human Resources Self-Service to update their W-4 tax information and fill out their electronic direct deposit form. Student employees can only do this after the hiring process has been completed by Human Resources. Please Note: Direct deposit is required by the College.

ORIENTATION, APPEARANCE AND ATTENDANCE

Departments and hiring managers are responsible for orienting and training all new student employees. All student employees represent the College. Appearance during working hours must meet appropriate standards for the department in which the student hire works. Supervisors must communicate job-related expectations and failure to meet applicable expectations may result in disciplinary action.

Departments expect their student employees to work their scheduled shifts, and to report on-time and ready to work. Dining Services has additional rules regarding standards of attendance and excused absences. For more information regarding policies specific to dining, please refer to the [Dining Attendance policy](#). If a student employee is sick or unable to work their scheduled hours for any reason they must inform their supervisor as soon as possible. Absenteeism and/or tardiness may result in disciplinary action.

The College has an Inclement Weather Policy that can be found on the [College Policy page](#).

CONFIDENTIALITY

All student employees with access to confidential data are to safeguard the accuracy, integrity and confidentiality of that data by taking all necessary precautions and following established office procedures to ensure that there is no unauthorized disclosure of confidential data.

REPORTING STUDENT TIME

If student employees cannot log in or access Kronos, immediately contact your manager and stop working. Student employees should not resume work until instructed to do so by their manager.

For the purpose of reporting time worked, the College uses an electronic timekeeping system, Kronos, that requires hourly paid employees to record their time worked so that they can be paid for all the hours they work on a weekly basis. Time collection can take various forms including using a time clock, and/or logging work start and end times online. When using a time clock or logging in to record starting time, a student employee must record work starting time immediately before or when they start work and record work ending time only when they have completed their shift. All students employed in multiple departments must select the transfer at the time clock when swiping in and out to select the appropriate job.

Student employees must accurately report all hours worked, and the immediate supervisor or department head is responsible for approving the student employees' account of hours worked, no later than noon every Monday for the previous pay period. The payroll work week is the seven (7) day period starting at 12:00:00 AM on Sunday and ending at 11:59:59 the following Saturday. This deadline might change for College Holidays and Closings (e.g., for inclement weather); in such cases, the new deadline will be



communicated at that time. Department heads and supervisors are responsible for the accurate reporting of time worked by their hourly paid employees. An employee who falsifies any time record will be subject to disciplinary action, up to and including termination of employment and permanent loss of eligibility for on campus employment. Deliberate falsification of employment records may be considered a federal offense and is punishable by law. The hours for which a student employee receives compensation may be subject to federal audit. Any wages paid for hours found to be falsified must be repaid to the College.

If any adjustments need to be made in a student's timecard after Kronos is locked for processing, an email with the student's name, ID #, dept #, date(s) and in and out times must be sent to Payroll Coordinator, Amy Stolarczyk, by email at astolarc@holycross.edu.

Hours worked are paid on the payroll date immediately following the week in which they are performed. Supervisors must tell their student employees when their employment will end, so that student employees can plan accordingly. Students who receive payment for work performed must be paid hourly through the College's established payroll system and not through stipend, one time payment, direct payment, or honorariums, unless Human Resources approves of such an exception in writing in advance.

MEAL AND REST BREAKS

The meal period is unpaid. Meal breaks are scheduled by the supervisor to ensure proper coverage during business hours. The length of a standard meal period for any shift of six (6) or more hours is one half hour. Employees must be completely relieved of all work responsibilities during the meal period. An employee is not relieved if they are required to perform any duties, whether active or inactive, while on the meal break. If an employee agrees to work through a meal period, the employee must be paid for that time worked.

Rest breaks are paid and are 15 minutes, one each in the first half and the latter half of a full-time work day. Rest periods count as time worked. The 15-minute rest breaks do not break the consecutive nature of the time worked.

Employees may not be scheduled for, or work six (6) consecutive hours without a half-hour unpaid meal period. If an employee does work six (6) consecutive hours, the employee must be given a half-hour unpaid meal break at the end of the six (6) hours.

OVERTIME

During the summer or any week when classes are not in session, student employees may be required to work overtime as required by the operational needs of the College. Student employees are paid one and one half times their regular rate of pay ("time and one half") for all hours worked in excess of forty (40) in a work week (which, as noted above, is Sunday through Saturday).

ISSUANCE OF PAYCHECKS

Student employees are paid weekly, every Friday. Paychecks reflect the previous payroll week's hours worked, beginning at 12:01 a.m. on Sunday and ending at midnight on Saturday. The College requires student employees to complete a direct deposit form in [HR Self-Service](#). Once direct deposit forms are completed, there is up to a 15-day waiting period before direct deposit becomes effective.

In the period before direct deposit is effective, checks for student employees are mailed to the student's on-campus PO box during the academic year. Student employees are responsible for paychecks that have been issued to them. Lost or missing checks should be immediately reported to the payroll department so that a stop payment form may be sent to the bank. A new check will be issued after a short waiting period. Please contact the Payroll Coordinator at payroll@holycross.edu if this situation arises.



Holy Cross is required by law to deduct certain income taxes from each paycheck. The amount withheld is based on gross weekly wages less the number of exemptions the student employee claims on their withholding exemption form. Changes to the number of exemptions claimed must be done in HR Self-Service by signing a new withholding exemption form.

LEAVE

Paid Leave

In general, student employees are not eligible for paid leave benefits at the College unless required by law.

Holidays

Student employees are not scheduled to work on traditional holidays. The traditional holidays are: New Year's Day, Indigenous Peoples' Day, Good Friday, Thanksgiving Day, Memorial Day, Day after Thanksgiving, Independence Day, Christmas Day.

The College observes five floating holidays, they are: Labor Day, Martin Luther King Day, Veterans Day, President's Day, and Juneteenth. The College maintains normal operations on floating holidays. Students who work on these floating holidays will be paid their normal hourly wages.

Sick Leave

During the academic year students are not eligible to accrue or use sick time. Student employees who work during the summer (non academic year) are eligible to accrue 1 hour of sick leave for every 30 hours worked, up to a maximum of 40 hours in any calendar year, but must work for 90 days before students are eligible to use this time. Any accrued sick time cannot be used during the academic year. For purposes of sick leave accrual, worked hours include overtime hours and paid sick leave hours. Accruals are expressed as hours of sick leave. For more information regarding when students may use accrued sick leave, please see the College's sick leave policy, available [here](#).

Student employees who work during consecutive summers may be entitled to "roll over" accrued sick time from one summer to the next, in accordance with applicable regulations. Student employees who are returning to work for a consecutive summer should contact Human Resources regarding whether and to what extent rolled-over sick time may be available.

REPORTING WORK-SITE INJURIES AND WORKERS' COMPENSATION.

All injuries to student employees or other employees, regardless of severity, should be reported to the College via the [Injured Incident Report Form](#) within *24 hours* of the incident. Faculty and staff must report the incident to their supervisor immediately to ensure appropriate medical attention is obtained and to remedy the condition or circumstances that may have caused the incident. The supervisor should complete and submit the [Supervisor Incident Report Form](#). Both forms should be submitted within *24 hours* of the incident. Once submitted, Human Resources, Environmental Health & Safety, and Risk Management will review the form and may request additional information.

Receiving Medical Attention

- Contact the Department of Public Safety at 508-793-2222 if immediate medical attention is required.
- For injuries requiring non-emergency medical attention, students should contact Carewell Urgent Care to schedule an appointment.



For any questions related to worker's compensation, please contact the HR Office Coordinator at (508) 793-3566.

REPORTING ISSUES

Holy Cross encourages all members of our community to report issues, concerning or threatening behavior, and potential misconduct as described below.

Emergencies and Immediate Response

All emergencies, including crimes in progress and acts of violence, should be reported immediately to 911 or to the Department of Public Safety by calling the emergency number 2222 from an on-campus phone or 508-793-2222 from a cell phone.

Employment Issues

If a student employee is unhappy with their employment position and/or the conditions under which they are working, or if they wish to terminate their job, they may first discuss the circumstances with their supervisor if desired or consult with Human Resources.

Potential Misconduct

A student employee may report potential misconduct to their supervisor, Human Resources, the Director of Title IX and Equal Opportunity or if unsure what form to use or if there is a desire to make an anonymous report, please use our [EthicsPoint](#) reporting system and it will be routed to the correct group.

RESIGNATION AND TERMINATION OF STUDENT EMPLOYEES

A student who voluntarily elects to terminate his or her employment should give at least 2 weeks notice to their supervisor.

Termination at the End of the Academic Year and Summer

Please note that all student jobs are terminated at the end of the spring semester. Student employees may wish to discuss whether they would like to return to the position in the fall with their supervisor before leaving for the summer.

If a student worker from the previous semester will be working over the summer, a supervisor must request that HR transfers them into a summer position. Human Resources will send an email to student hiring managers in May asking if any student employees will be employed in your department through the summer.

Student employees are at-will and may be terminated with or without cause.

PROGRESSIVE DISCIPLINARY

Involuntary Termination for Cause.

An involuntary termination can be initiated by a supervisor due to unsatisfactory performance or failure or an inability to comply with College or department policies or rules. Except for situations of serious misconduct (see further description below), supervisors are required to



- Provide the student employee a verbal warning upon the first instance of misconduct. If misconduct continues, a written warning is to be issued and a copy sent to Human Resources.
- If the matter is still not resolved, provide a written termination notice to the student employee and Human Resources and the termination will be processed by Human Resources.

Acts of serious misconduct will not be tolerated and may result in immediate discipline up to and including an immediate release from employment. Examples of serious misconduct include, but are not limited to, serious disregard of College policies, rules, or laws, disorderly conduct, the unauthorized possession, distribution, use of or being under the influence of alcohol, marijuana, or other non-prescription drugs or controlled substances during work hours, theft of property, breach of confidentiality, falsification of employment, payroll, or other documents, harassment, gross incompetence, and/or insubordination or refusal to perform assigned tasks



**Student Job Titles and Compensation
(Appendix A)**

| Pay Rate | Job Title |
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| \$15.00 | Audio Visual Assistant Baker-Campus Ministry Computer Assistant I Computer Operator Editor Editorial Assistant EMT Equipment Manager Event Coordinator Facilities Attendant Film Assistant Fitness Instructor First Response Messenger Grader Intramural Official (Referee, Monitor, Scorekeeper) Laboratory Attendant Laborer Library Assistant I Lifeguard Multimedia Resource Center Assistant I Note Taker Research Assistant I SPUD Assistant Student Assistant Tech Staff Telephone Operator/Dispatcher Teller Tour Guide Trainer Van Drivers/Monitor Visual Arts Assistant I Zamboni Driver Intramural Commissioners Coordinators Tutors Peer Mentors |
| \$15.25 | Computer Assistant II (ITS only) Research Assistant II Community Service Project Workers – Off Campus (limited to Work-Study only) Cook-Campus Ministry only |



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| | Visual Arts Assistant II Library Assistant II Multimedia Resource Center Assistant II Asst. Web Editor II – Public Affairs |
| \$15.30 | Building Supervisor Jo |
| \$15.50 | Computer Assistant III (ITS only) Educational Technology Assistant III Multimedia Resource Center Assistant III Research Assistant III Library Assistant III Dining Services Community Service Work Study (CSWS) Positions |
| \$16.25 | Kimball Captains |
| \$16.50 | Student Office Apprentice |
| \$16.75 | Student Office Dining Manager |

Job Descriptions

| Job Title | Description |
|------------------------|--|
| Audio Visual Assistant | Responsible for setup, operation and maintenance of audiovisual equipment on campus. Technical ability necessary. Must be able to operate videotape, PA systems, motion picture, overhead and filmstrip/slide projectors. Perform other related tasks as assigned. |



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| Computer Assistant I | Primary responsibility is to maintain a working knowledge of current canned software in order to answer student and faculty questions regarding use of computers. Operate and maintain computer equipment or its components. Edit documents, including web pages, and perform other related tasks as assigned. |
| Computer Operator | Operate and maintain computers, data processing equipment or its components. Must be able to answer student and faculty questions regarding use of computers, and provide assistance with programming problems. Previous training or experience necessary. Perform related tasks as assigned. |
| Editor | Responsible for a major campus publication and student activities. Perform related duties as assigned. |
| Editorial Assistant | Interview and write articles for campus publication. Responsible for form and content of materials to be published, including proofreading. Perform other related tasks as assigned. |
| Equipment Manager | Assist with uniforms and laundry issues, including cleaning and repairing, and return before games and practices. Perform other related tasks as assigned. |
| EMT | Provide first responder first aid and emergency services as necessary to Holy Cross athletes during either practices or scrimmages during their out-of-season schedule(s). Responsibilities include arriving 15 minutes prior to practices/scrimmages, introducing themselves to coaching staff, providing the necessary equipment (AED, ice cooler with ice bags, first aid kit), and conducting themselves professionally towards all coaches and athletes. Perform other duties as assigned. All EMTs must be certified in CPR/First Aid/AED and provide a current copy of each certificate. Any athletic injuries (except those deemed medical emergencies requiring immediate hospital care) will be referred to Holy Cross Sports Medicine Department for further evaluation and treatment. |



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| Event Coordinator | Assist in planning and implementation of campus wide events through SPLD, publicize and promote campus-wide events. Provide staff support for some events. Meet weekly with the Assistant Director of Student programs to prepare for weekend events. Perform other duties as assigned. |
| Facilities Attendant | Duties include control of access to assigned campus buildings, checking IDs, serving as contact for campus Public Safety, and ensuring general integrity of building security. Perform other duties as assigned. |
| Film Assistant | Responsible for the operation of the projection system in the Kimball Theater. Perform other duties as assigned. Requires working evenings and weekends. |
| First Response Messenger | Act as liaison between the College and the Worcester Police Department. Deliver messages to apartments where a complaint has been received. Use two-way radio. Must be available Thursday, Friday, Saturday from 10 pm to 2 am. Perform other duties as assigned. |
| Fitness Instructor | Provide instruction for safe fitness classes. Appropriate certification(s) required. Perform other similar duties as requested. |
| Grader | Grade assignments on specific subject matter. Must have successfully completed courses or have upper-level status in the major and/or field in which grading will be performed. Perform related tasks as assigned. |
| Intramural Official (Referee, Monitor, Scorekeeper) | Responsible for officiating, scoring, and timing at games, as well as care of equipment. Perform related tasks as assigned. |



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| Laboratory Attendant | Includes all positions involving cleaning and care of laboratory apparatus and/or care of animals not requiring specialized training beyond recognition and care of such equipment and animals. May include the general and routine care of specimens or aid to persons. May include some basic research work based upon qualifications. Perform related tasks as assigned. |
| Laborer | Duties are of a physical nature, i.e., grounds maintenance, landscaping, painting, carpentry, electrical, plumbing and custodial work. May be required to assist with audio, lighting, staging and rigging. Should have some experience in general construction, sound equipment, lighting and staging. Perform other tasks as assigned. |
| Library Assistant | Duties include Circulation & Reserve desk operations, cash handling, and using an automated Library system. Monitor incoming and outgoing security gates, investigating each alarm. Answer telephone as well as patron general and directional questions. Conduct stacks maintenance functions including shelving, shelf reading, and proper edging and facing of Library materials. Responsible for basic support of all Library equipment. Courier duties include carrying up to 30 lbs between libraries. Perform other duties as assigned. |
| Lifeguard | Primary function is to maintain a safe environment for water sport activities and aid swimmers in distress. Current certification (or equivalent) in the following is required: <ol style="list-style-type: none">1. Red Cross Lifeguarding2. First Aid3. CPR for Professional Rescuer4. AED5. Blood Borne Pathogens Perform related tasks as assigned. |



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| Multimedia Resource Center Assistant I | Duties include Circulation and Reserve desk operations, using automated Library system. Answer telephone calls as well as patron general and directional questions. Responsible for basic support of all equipment. Able to remove, resshelf and place movies on reserve and in collections and assist Audio Visual workers with movie showings and light work. Light cleaning duty and general setup of the lab is expected. Courier duties include carrying up to 30 lbs. between libraries. Other duties include setting up audio visual equipment in classrooms and assisting Audio Visual services with night and weekend movie showings. Perform other duties as assigned. |
| Note Taker | A note taker is provided for a student based on applicable College policies. The note taker, who must be a member of the class in which the qualified student is enrolled, will take comprehensive notes, copy them in the Hogan Copy Center and provide the copy to the qualified student in a timely manner (usually no more than one day after the class has met). |
| Research Assistant I | Assistant position of generally routine nature maintaining/collecting observations, databases, and logging entries. Some word processing and data entry required. Provide general clerical and/or physical assistance to the applicable project(s). Perform other related tasks as assigned. |
| Student Programs for Urban Development (SPUD) Assistant | Students support the twenty programs that are serviced by SPUD. Duties include daily car check of SPUD vehicles, recording of volunteer participation, updating databases for volunteer appreciation projects and general office support to the SPUD program. Assist in developing student volunteer handbook and coordinating city wide cleanup projects. Perform other duties as assigned. |



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| Student Assistant | Office position of generally clerical nature. May include general typing, filing, addressing/filling envelopes, sorting, maintaining records, providing information, running errands, library work, operating basic office machines, and some telephone coverage. Some basic word processing and data entry possible. Perform related tasks to specific departments as assigned. |
| Tech Staff | Duties include setup and breakdown of stage and sound systems for special events. Must be available for special events for technical troubleshooting. Perform other duties as assigned. |
| Telephone Operator/Dispatcher | Duties include handling of incoming calls to the College, transferring calls, and providing information. Perform other duties as assigned. |
| Teller | Responsible for reconciling account balances, entering data into an automated accounting system, acting as a liaison between the Student Activities Office and Student Treasurers on the process of managing student accounts. Also required to analyze/journalize transactions, handle cash deposits, disburse vendor checks, file confidential documents, and maintain accurate records. Coordinate with the Associate Dean of Students to ensure an efficient system. Perform other tasks as assigned. |
| Tour Guide | Chaperone groups of people to various locations on campus. Describe facilities and their uses. Answer any questions about the College and the campus. |
| Trainer | Assist athletes in the training room at Luth Athletic Complex. Must be available for all varsity sports home and away games, requiring varied hours. Perform other similar duties as assigned. |
| Van Drivers | Operators must have current valid drivers' license and be able to drive a ten passenger van. Transport students to housing facilities in late evening hours and on weekends. |



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| <p>Visual Arts Assistant I</p> | <p>Monitor Photo Lab, handle lending and receiving of photo equipment, assist students with photo equipment, report inventory to Lab Supervisor, keep adequate supplies at hand for students, keep work areas clean. Perform other tasks as assigned.</p> |
| <p>Zamboni Driver</p> | <p>Make new ice hourly with Zamboni, edge ice before games, shovel snow away from exit doors. Remove ice at end of season and other seasonal duties. Check keys in and out, patrol locker rooms for damage. Perform other similar duties as requested.</p> |
| <p>Asst. Web Editor II, Public Affairs</p> | <p>The Asst. Web Editor II will work with the College Web Communications team in the Office of Public Affairs in the creation & modification of content. Work assignments to include duties such as: creating and editing individual Web pages, assisting in redesigning portions of the Holy Cross website by transferring text and images, manipulation of digital images for implementation on the Holy Cross website, use of a digital camera to photograph various events or people, use of a video camera to record events or interview individuals. Perform other similar duties as assigned. Previous experience using Dreamweaver or similar HTML editor, previous experience with Photoshop , general knowledge of HTML/XHTML, and general knowledge of web site design practices required. Familiarity using a content management system (i.e., Drupal, MediaSurface), working knowledge of CSS and/or Flash is preferred.</p> |



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| Intramural Commissioner | Provide scheduling of games and staffing of Intramural officials for each game and on-site supervision. Responsible for payroll record keeping. Perform other similar and related tasks as required or assigned. |
| Library Assistant II | One year as Library Assistant I required. Perform all duties of Library Assistant I. Assist in training of new student workers. Responsible for opening/closing the library during evenings, weekends and snow emergencies in certain scenarios. Perform specialized functions such as scanning, digitizing, processing books in Interlibrary Loan, Electronic Reserves, Book Repair, and Cataloging and/or Reference assistance with specialized training. Responsible for overseeing science group study rooms, music practice rooms, concert hall, music equipment, and/or setup/breakdown of AV equipment. Responsible for contacting authorities for immediate safety or security issues. Courier duties include carrying up to 30 lbs. between libraries. Perform other duties as assigned. |
| Multimedia Resource Center (MRC) Assistant II | One year as an MRC Assistant required. Responsible for operation of the MRC at night or on weekends. Responsible for retaining a key and for properly securing the MRC at closing time. Must be able to set up reserves and remove and reshelv reserves in the Library database. Must be able to troubleshoot basic lab issues and restock supplies and printers. Perform other duties as assigned. |
| Peer Mentor | Under the supervision of the Director and Associate Director of Academics Services, provide mentoring to assigned students, meeting on a regular basis and giving reports to supervisors as required or requested. Perform other similar duties as assigned. |
| Tutor | Tutor individuals on specific subject matter in private sessions in areas of specialty. Perform related tasks as assigned. |



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| Visual Arts Assistant II | Assist in providing a safe work environment in the Millard Art Center. Clean student work areas free from hazardous materials in Painting, Printmaking, Sculpture, and Drawing in accordance with safety regulations and precautions, set up studio spaces for safe operation, and monitor students for proper safety practices and assist when needed. Assist Lab Supervisor with building projects. Perform other duties as assigned. |
| Library Assistant III | One year as Library Assistant II required. Perform all duties of Library Assistant II. Provide a higher level of reference assistance (basic reference chat with Library H3LP and management of public computer wallpaper) and problem solving support, with increased specialized training above Library Assistant II. Handle complex access service issues. Utilize library systems such as Clio ILL Management, Innovative Interfaces Library System and Docutek's ERes system. Construct basic bibliographic data and on-the-fly cataloging records as well as assist patrons with use of library technologies. Responsible for retaining Science/Music Library key and closing during evenings, weekends and snow emergencies in certain scenarios. Courier duties include carrying up to 30 lbs. between libraries. <i>(Please note that a previous year as Library Asst II does not guarantee hiring or promotion to Library Asst III.)</i> |
| Computer Assistant II (ITS only) | Primary responsibility is to install and maintain discipline specific hardware and software. Must be able to troubleshoot all software problems and provide technical assistance with hardware and network systems. Create documents, including web pages, from a template. Perform similar tasks as assigned. Previous experience and training is required. |



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| Educational Technology Assistant III | Create instructional materials, including digital images, course management system artifacts and Web pages using a variety of software applications such as Dreamweaver, Moodle, Drupal, Photoshop, and Adobe Acrobat. Must be able to troubleshoot software problems and teach faculty how to use software. Responsible for maintaining equipment and related peripherals in the computer lab. Perform other duties as assigned. |
| Multimedia Resource Center (MRC) Assistant III | Requires 2 years' experience as an MRC assistant or previous training in multimedia software development. Responsible for assisting in programming computer projects using software including Flash, Soundforge, Dreamweaver, Final Cut Pro, and Director. Other duties include data entry, sound encoding, video transcoding, CD duplication, training other assistants as requested, and computer updates. Perform other duties as assigned. |
| Research Assistant II | Requires some specialized training or experience in the particular discipline in which the research will be conducted. Works under the general supervision of the Principal Investigator/Professor and assists in various aspects of scholarly research. Actively involved in creation and maintenance of research related databases and analysis tools. Perform other or similar duties as required or assigned. |
| Community Service Project Workers (limited to Work-Study only) | Perform work in one of the off-campus Community Service projects overseen by particular departments at the College. Limited to work-study only and requires sufficient financial aid award to complete a given project. |



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| <p>Computer Assistant III (ITS only)</p> | <p>Primary responsibilities include developing software programs and/or creating substantial modifications to canned software systems, creating and developing multimedia enhanced Web Pages. Provide faculty instruction and assistance in initiating, implementing and enhancing the use of technology in their curriculum and pedagogical endeavors. Perform other tasks as assigned. Extensive investment required by the College and the individual in developing the necessary skills.</p> |
| <p>Research Assistant III</p> | <p>Requires significant training or experience in a particular discipline in which the research will be conducted. Works independently or under minimum supervision of the Principal Investigator/Professor and assists in various aspects of scholarly research. Active involvement in the creation of programs to support research databases and analysis tools. Perform other similar duties as assigned.</p> |