MINNEAPOLIS
COLLEGE of ART and DESIGN

2023-2024 Supervisor Work Study and Graduate Assistantship Policy and Procedures

Posting an Open Position

Open positions will be posted by the Career Development Office using Handshake.

Information needed to post a role on Handshake:

- Job title
- Job description (tasks/responsibilities)
- Pay rate per hour ($15.19 is suggested)
- Schedule (days of the week/hours and if it is on-campus or remote)
- Materials required to apply (resume/cover letter/additional materials such as a portfolio or availability list, etc.)
- Point of contact (name and email address of the person to whom applications should be emailed.
- Deadline for applications

To advertise work study/GA roles, please email your job posting careers@mcad.edu. We will post the job description/application instructions in Handshake and then make an associated Google Doc for it; when students click 'apply', they will be rerouted to the Google Doc, which will reiterate the application instructions.

The instructions must include the name and email address of the person to whom applications should be emailed directly, as well as a list of all required application materials (resume/availability/etc.)

Contact the Career Development Office if you have any questions about posting open positions.

Hiring Process

The 2023-24 Work Study Eligible spreadsheet lists undergraduate students eligible for work study.

The 2023-24 Graduate Assistantship spreadsheet lists MFA students eligible for graduate assistantships.

Review the applicable spreadsheet for the student being hired. If the student is not on the spreadsheet, reach out to Financial Aid. Once found, update the appropriate spreadsheet with the following information in the hiring manager columns for the student:

- Position
- Supervisor
- Requested Start Date
    - Note: Employees cannot begin working until all onboarding requirements are complete. Ideally, hiring managers enter the information at least 10 days before the start date to allow time for onboarding.

This information must be updated in a timely manner so the Human Resources Office can complete all required steps with the student **before** they start work in order to remain within federal compliance and MCAD policy. HR cannot send any offer letters until this information is added to the spreadsheet.

Once an offer letter has been sent for approval, the supervisor will receive an email from Paylocity asking them to approve the offer, regardless of if the student is new or returning. Review and click "approve" for each offer. Once the offer is approved, HR will send the offer letter to the student for them to sign.

For new hires and some rehires, onboarding paperwork (such as the I-9 and tax forms) will be completed partially virtually in Paylocity and partially in person after the offer letter is signed. HR will send an email to the new hire with instructions on how to complete. The student cannot start working until the paperwork has been fully completed and verified by HR.

On the spreadsheet. HR will update the columns on the right so supervisors can see where employees are in the hiring process. Once the employee is active and setup is complete, HR will update the Status column to read Complete.

Hourly Pay and Work Hours

The [Minneapolis](#) minimum wage is $15.19 per hour.

Undergraduate students can earn up to $2,850 during the academic school year as a work study employee. It is recommended that students work an average of 6-7 hours per week so they can earn their full $2,850 award over the course of the school year. Students can have up to two work study positions.

MFA students can earn up to $6,000 during the academic school year as a graduate assistant and/or graduate teaching assistant. It is recommended that MFA students work an average of 12 hours per week so they can earn their full $6,000 award over the course of the school year.

Once a student earns their full award, they can no longer use work study/graduate assistantship funds. The Financial Aid Office will be documenting time worked each pay period and will keep supervisors informed when a student is getting close to their total award amount.

In some cases, positions can be converted over to a casual labor position that is paid for entirely from departmental funds, but this is not guaranteed. For this reason, it is important for a student to not work more than their allotted hours/week.

Supervisors should submit an [Employee Action Form](#) to hire the student as a casual labor employee.

Please note that, pursuant to their immigration status, international students may not work more than 20 hours per week when classes are in session, or 40 hours during school breaks.

Conduct on the Job

This is not an entitlement, it is a job. If a student is not performing their job to the supervisor's satisfaction, they can be terminated. It is the supervisor's responsibility to discuss office/classroom policy and job expectations as soon as the student is hired for the position. It is also the supervisor's responsibility to go over any issues with their work so they can be corrected before termination.

Employment may be terminated during the year for the following reasons: 1) the student has earned the maximum amount allotted on their award letter, 2) their job performance is not satisfactory, or 3) they decide to quit. It is the student's responsibility to notify their supervisor if they decide to quit. If the supervisor terminates a student because of unsatisfactory job performance, they must let Dann Servaty know the reason for termination. Contact the Financial Aid Office with any problems or concerns.

Department Budgets

Work Study Wages

Work study wages will be evenly distributed between the department and the financial aid work study budget.

Example: A student earns $2,000 during the school year. The departmental budget will be charged up to $1,000 and the remaining $1,000 will be charged to the financial aid work study budget.

Students can earn up to $2,850 during the school year. The Financial Aid Office monitors the earnings and will alert departments and students when they are close to earning their award and when they need to stop working. Any earning over the $2,850 award will be charged back to the department.

Graduate Assistantships/Graduate Teaching Assistantships Wages (GA/GTA)

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All students in the MFA program have a graduate assistantship award of $6,000. This program is fully funded by the financial aid budget, so there is no cost to the department for any earnings up to $6,000. If a student earns more than $6,000 in wages, the overage will be charged to the department.

Notes:

Work study students are eligible to receive Workman's Compensation for injuries occurring during work study hours. Please refer to the [Human Resources MCAD Intranet Page](#) for more information. Students must report the injury to the Human Resources Office or Campus Safety as soon as possible.

Work study students are not eligible for unemployment benefits. They will accrue [Sick and Safe Time (ESST)](#) as is per Minneapolis Law. For more information, email hr@mcad.edu.

To the best of our ability this information is correct. These policies are subject to change.

Updated 07/17/2023