

## People Admin –Roles involved in student employment

Student Hiring Coordinator	Typically and administrative function. Will post positions for hire. Usually handles paperwork, I-9 and everify.
Student Hiring Supervisor	Will process student applicants. Review online documents, determine if interview and hire.
Student Department Head	Reviews hiring details, approves/cancels
Student Department Head (Grad Pgms)	Reviews hiring details for Graduate Assistants and Graduate Associates, after approving next step is Graduate School
Student Division Budget	Budget Assistant reviews encumbrance totals to ensure sufficient funds to cover new assignment
Student Work Study	Financial Aid office reviews/approves student work-study status/eligibility
Student Graduate School	April – Reviews student status and GA funding and eligibility details
Student Budget Grants	Grant department reviews funding and eligibility for grant funded positions
Student Budget	Reviews position budget/encumbrance to ensure funding available; ensures correct funding codes assigned
Student HR	Reviews classification and position details, assigns supervisor position, processes for Banner entry
Student International Center	Reviews student information to determine status of international student, including I9 and other paperwork
Student Financial Services	Determines international student eligibility for tax treaty exemptions