

Oklahoma State University Policy and Procedures

STUDENT EMPLOYMENT JOB LISTINGS	6-0101 STUDENT AFFAIRS OSU Career Services October 2019
--	--

POLICY

1.01 To better inform students of potential job opportunities and to ensure access, fairness, and transparency in the process, this policy requires that all student employment job opportunities be listed with OSU Career Services/Stillwater, on the centralized job listing program (OSU Hire System) which is accessible by all new and current students. Student employment job listings include Federal Work Study, state-funded, internships, and part-time student jobs. “Restricted” positions, defined as Graduate Teaching Assistants/Associates (GTA), Graduate Research Assistants/Associates (GRA) and student positions tied to degree program admission or enrollment expectations may be excluded from this policy.

- A. All student employment job vacancies, including GTA/GRA positions not deemed restricted, must be listed a minimum of three (3) business days with the OSU Hire System.
- B. Departments have the freedom to post or market student job openings through other resources as they see fit in addition to the OSU Hire System.
- C. Provide the following information in the job listing:
 1. Department Name
 2. Complete hiring official contact information
 3. Job Title
 4. Description of duties
 5. Majors or academic preferences
 6. Type: Part-Time, Work-Study, Internship, or Co-op
 7. Employment location
 8. Work schedule
 9. Start/end dates (if applicable)
 10. Salary/hourly wage (optional)
 11. Application materials required (e.g. resume, cover letter, references, etc.)

D. Departmental personnel may create an OSU Hire System account at www.hireosugrads.com and post positions themselves, or send the above information to careers@okstate.edu and Career Services will post it for them.

Approved:
E-Team - February 2015

Updated:
October 2019