

Date: September 4, 2019

To: Campus Community

From: Delisa Falks, Assistant Vice President
Scholarships & Financial Aid

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RE: Enhancing On Campus Student Employment – REVISED for Student Research Assistant

In May and June, memos were sent to the campus community outlining several enhancements to student employment approved by President Young and effective August 1, 2019. These requirements are *still applicable* to student worker positions on the College Station campus, with the exception of the following revisions pertaining *specifically* to the new Job Profile: (U7678) **Student Research Assistant**.

The Student Research Assistant title should be used for student worker positions where at least 60% of the duties are research related.

Advertising Positions:

Due to the unique nature of these positions, Student Research Assistant positions will be promoted through a generic posting on Jobs for Aggies that speaks to the availability of such opportunities on campus and how students may seek research positions. These positions will also be advertised via The First Year Experience, and through the Research Opportunities Database provided through LAUNCH. Faculty are encouraged to advertise their student research positions through LAUNCH so that all students are informed of these opportunities. Individual Student Research Assistant job postings may also be advertised on Jobs for Aggies at the supervisor's discretion, but it is not required to do so.

Position descriptions:

As best practices, faculty supervising Student Research Assistants will be responsible for providing written or verbal guidelines and expectations for students in these positions. A sample position description for a Student Research Assistant is available on the Jobs for Aggies website for use at the supervisor's discretion. It is not required to maintain the position description in Workday, but supervisors may do so, if preferred.

Performance feedback:

Supervisors are encouraged to provide student performance feedback and facilitate conversations and any written information regarding marketable skills and learning outcomes the student will obtain from working in a research position. The frequency and method of providing this feedback is at the supervisor's discretion.

Questions may be directed to the Student Employment Office by emailing jobsforaggies@tamu.edu or calling 979-845-0686