



MUSICIANS INSTITUTE
COLLEGE OF CONTEMPORARY MUSIC

Student Worker Process

Student Support Center

STEP 1: Student Employment **Request Form (SERF) APPLICATION**

- 1. To be a part of the Student Worker Candidate Pool you need to go the Student Support Center (SSC) and request to apply for a SERF Application to work on-campus. Note: sign-ups are only available weeks 1-4 each quarter.**
- 2. SSC will email you the SERF to complete and informs students that they will be part of a pool**
- 3. After student completes the form, they will be notified immediately that their application request was submitted (this part is automated as a “Thank you” page at the end of the form)**

STEP 2: QUALIFICATIONS

After looking at your background you will be entered in one of the following categories:

- Federal Work Study Students (US Residents only)
- Student Workers: Please note that International students cannot be FWS Students

STEP 3: SUPERVISOR SELECTION

Please keep in mind that positions are NOT guaranteed, and that your application will be reviewed when submitted.

The selection depends on several factors such as:

- GPA,
- Résumé
- Availability

Note that the hiring supervisor will contact only those candidates who meet specific requirements for interviews.

STEP 4: SUPERVISOR SELECTION

- Selected students will have to complete an interview with the Supervisor
 - If you get hired they you will complete paperwork with SSC and HR
 - Non-selected students will enter a pool. The students might stay in that pool until a position becomes available.
 - *Please note that positions might not become available and being in the pool of applications does not guarantee employment. Employment is dependent on the needs of Supervisors and the work is seasonal.*

Student Worker Rules

- 1. Student Workers may not work more than 20 hours/week when school is in session or 40 hours/week during breaks**
- 2. Student Workers must be given a 30-minutes lunch break if they work more than 5 hours during a shift**
- 3. Student Workers should be given a 10-minute rest break if they work 4 or more hours**
- 4. Student Workers may not be scheduled during their class times**
- 5. Federal Work Study Students cannot do any recruiting**
- 6. You cannot work over 20 hours a week**