

FROM THE OFFICE OF FINANCE & ADMINISTRATION

STUDENT WORKER PROGRAM OVERVIEW

(Below is an excerpt from the CTS Student Handbook, pp. 48-49)

Chicago Theological Seminary employs Student Workers for the following purposes:

1. To carry out responsibilities for which regular CTS staff and faculty do not have time or, in some instances, expertise.
2. To provide students with a source of additional income.
3. When possible, to provide students with career development opportunities.
4. To enhance the quality and diversity of the CTS working environment.

The following principles shall guide the hiring and employment of Student Workers:

1. CTS staff will seek out students who are most qualified for the particular skills needed.
2. CTS will ensure equal and open access to all students seeking to apply for positions.
3. In order to ensure that as many students as possible have the opportunity for employment, each position must be reposted at least yearly, if not more frequently.

These purposes and principles are reflected in the following “Practices for the Hiring and Employment of CTS Student Workers”:

1. Student Worker positions will have a specific term, normally September – December, January – May, September – May, or the Summer. There may also be occasional, short term positions for particular events or projects.
2. All positions will be posted via email to all students and on the bulletin board outside of the Lapp Learning Commons.
3. The filling of all positions will be by written application.
4. There will be a standard application form for all students.
5. All students will be eligible to apply for all positions.
6. Preference will be given, when possible and if qualifications are met, to students not currently employed in any other student worker position.

7. Student workers must reapply for positions when the specified term of employment is completed.
8. Rehiring a student is based on their availability, qualifications, and prior performance.

The following institutional Policies for CTS Student Workers will apply to all Student Workers:

1. Student Workers are considered “Occasional Employees” as defined by the CTS Employee Manual. As such they are not entitled to employee benefits but are subject to the protections and accountabilities pertaining to Occasional Workers as outlined in the sections on “Employment Conditions, Performance Evaluations, Pay Policies, and Employment Policies.”
2. As Occasional Employees, Student Workers will receive a copy of the Employee Manual prior to beginning employment and must sign a “Receipt of Employee Manual” form as part of onboarding.
3. Student Workers are not normally expected to attend CTS Staff meetings but may be invited by the President for agenda items relevant to their work.
4. If requested, a member of the Leadership Team, designated by the President, may convene a meeting for all Student Workers to hear concerns or suggestions that can strengthen the Student Worker Program. This meeting shall not be a forum for individual concerns which should be addressed in the supervisory relationship or through the grievance or internal complaint procedures above.
5. CTS will provide Student Worker supervisors with appropriate support and training.

The practices and policies in this document apply to all student workers with the exception of Teaching Assistants and Online Course Assistants.