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KEAN UNIVERSITY

HIRING POLICIES AND PROCEDURES FOR ACADEMIC SPECIALIST
ACADEMIC SPECIALIST

JOB SUMMARY

Under supervision of a full-time professional employee, Academic Specialists provide part-time, temporary and professional services to the university. Such functions are performed on an intermittent basis or for fixed periods of a short duration, such as a semester-by-semester basis. Academic Specialists may be compensated on an hourly basis or by contract. Academic Specialists may not work more than 15 hours per week.

EXAMPLES OF WORK

Performs course instruction for non-credit courses (such as Continuing Ed courses).

Prepares instructional materials.

Maintains student records.

Provides individualized instruction.

Provides administrative services.

Provides other academic services.

Provides student services.

REQUIREMENTS

An appointee must possess those qualifications deemed appropriate to the specific assignment. Professional services usually require a minimum of a Bachelor's Degree in a relevant discipline and some related experience. Qualifications are recommended by the recruiting department and approved by the Office of Human Resources.

Special Note

May not serve on faculty committees.

Counseling and advising students under close supervision of a full-time professional staff member.

Has no expectation of continued employment beyond the current semester employed.
ACADEMIC SPECIALIST HIRING POLICY

An Academic Specialist Authorization to Hire Form must be filled out and approved by the department head, Budget Office, Human Resources Director and the appropriate Vice President prior to processing the prospective employees' paperwork. The Authorization to Hire form must also be approved by the Executive Vice President if the hourly rate exceeds $16.00 per hour, or if the employee is being compensated by a contract.

Departments/Programs are not to commit to a salary without having it approved by the Office of Human Resources or the Executive Vice President.

An Academic Specialist can only work a maximum of 15 hours per week. They are required to take breaks and indicate them on their time sheets. Academic Specialists will not be compensated for more than seven (7) hours per day. Time sheets must be submitted in a timely manner, or the employee will face a delay in payment. To ensure timely submission in the event that the employee failed to sign the time sheet, the Payroll department will accept the time sheet with the supervisor's signature. The work schedule should be based on the 1/2 hour. Over 6 hours of work require a 1 hour break and over 4 hours require a 1/2 hour break. Example: 6 hours and 30 minutes require a 1 hour break. The employee will be compensated for 5 hours and 30 minutes. 4 hours and 30 minutes require a 1/2 hour break. The employee will be compensated at 4 hours.

No prospective employee may be given permission to begin working until the department/program has received authorization from the Office of Human Resources.

The department must contact the employee once they have been given authorization and instruct him/her to report to Human Resources within 3 business days to complete the hiring process.

Any prospective employee who does not report to Human Resources within 3 business days after confirmation has been given may be subject to termination.

No prospective employee will be processed without a Social Security Card.

No F1 or H1B Visa prospective employee will be processed without the proper documentation to establish either Identity or Employment Eligibility (i.e. I-94, N-550, etc.- must be a document designated on the I-9 form) Prospective employees who are also taking classes at Kean University should also submit the I-20 form.

At the end of each spring semester, all Academic Specialists are routinely terminated. Each department will be required to complete a new Authorization to Hire Form and submit it to Human Resources as described above for the next academic year.

Kean University policy prohibits students, adjuncts and academic specialists from holding two positions/titles on campus simultaneously.

For example:
- Students cannot work in two different departments simultaneously.
- Adjuncts cannot hold academic specialist positions.
- Academic specialists cannot hold adjunct positions.
ACADEMIC SPECIALIST HIRING PROCEDURE

In order to ensure the uniformity of the hiring process for an Academic Specialist, the following procedures have been established effective immediately:

• An Academic Specialist Authorization to Hire Form must be submitted along with a job description to support the proposed salary to the appropriate vice president for approval as the first step for hiring. It must also be verified by the budget officer for availability of funds.

• If the authorization form is requesting a pay rate for more than $16 per hour, it will be sent to the Executive Vice President for approval.

Please be advised that salary assignments are determined by the Office of Human Resources. Departments may recommend the salary they feel is comparable to the duties of the position.

• After budget and salary approval, the Office of Human Resources will notify the department in writing within 5 working days to inform them that they are authorized/not authorized to hire the prospective employee. If authorization is given, the employee must be instructed to come to Human Resources within 3 working days of their hire date to complete the W-4, and 1-9 forms.

Please instruct the prospective employee to bring a copy of his/her Social Security Card with him/her to Human Resources. If the card is not readily available or it is lost, the intake process will be halted until the card is available. Prospective employees who do not come to Human Resources within the allotted time frame, who have not produced a valid social security card, or who have begun working before the department is notified may be subject to immediate termination.
ACADEMIC SPECIALIST PAY RATES

The Office of Human Resources has established three levels of compensation for Academic Specialist. These are based on skills, knowledge, problem solving ability, and accountability of the Academic Specialist.

All Academic Specialist positions are project oriented and should not be utilized for temporary appointments for responsibilities that would normally be assigned to a full time or part time staff member. The level of work assigned to an Academic Specialist is professional in nature and all of these levels require a minimum of a Bachelor's Degree. A department may select a person as an Academic Specialist who has obtained an Associate's Degree and experience may be considered on a year for year basis in lieu of a degree as determined by both Office of Human Resources and the department head.

**Level I** - Bachelors Degree required and a minimum of one year of experience in a related area. An Academic Specialist in Level I performs basic professional work under close supervision using established policies and procedures. Responsibilities include, but are not limited to, these examples: Attends participates in meetings, coordinates activities in close consultation with full time staff members of the University. May provide limited supervision of the office and/or students for short periods of time in the absence of a permanent employee. ($9.50 - $12.25)

**Level II** - Bachelors Degree and two years of experience in a related area. An Academic Specialist in Level II performs professional work semi-independently of some difficulty using established policies and procedures. Responsibilities include, but are not limited to, the examples described in Level I and serving as a co-leader regarding the organization and supervision of activities for program participants or departments. Maintaining databases, records, and files, reviewing and analyzing documents for the approval of the department head or designee. Counseling and advising students under close supervision of a full-time professional staff member, facilitating the activities of a student organization under the close supervision of a full-time professional staff member. Preparing correspondence for distribution under the general supervision of a full-time professional staff member of the university. ($12.50 - $14.25)

**Level III** - Bachelors degree and three years of experience in a related area. An Academic Specialist in Level III performs professional work independently of considerable difficulty using established policies and procedures. Responsibilities include, but are not limited to, the examples described in Levels I and II and the person selected must be able to assist in providing specialized educational, vocational, and personal counseling of students upon the approval of the director of the department or program and under general supervision. Individuals may be responsible for drafting highly technical and specific documents for reports under general supervision. However, the ultimate approval of these documents must be given by the Director or Chairperson of the department or his/her designee. These individuals may provide assistance with developing websites and presentations to be utilized by professional staff in the delivery of services to students and the Kean University community. ($14.50 - $16.00)

Academic Specialists are employees of Kean University, but they do not earn vacation or sick leave benefits. Academic Specialists are assigned on an intermittent basis, and/or on a semester to semester basis. Special approval from the Executive Vice President must be obtained for Academic Specialists who are assigned for longer periods or for salaries greater than $16 an hour.
KEAN UNIVERSITY
ACADEMIC SPECIALIST AUTHORIZATION TO HIRE FORM

Academic Specialist employment is on an intermittent basis or for fixed periods of a short duration, such as on a semester-by-semester basis and may not exceed 15 hours per week.

**Permission should NOT be granted for anyone to begin work without prior consent from Human Resources.**

**Please Note that this form must be submitted along with a detailed job description.**

PERSONAL DATA

First Name: ________________________________________ Last Name: __________________________________________

Street Address: __________________________________________________________________________________________

City: ______________________________________________ State:____________ Zip Code: ________________________

Home Phone #: ______________________________________ Alt. Phone #: ________________________________________

Social Security Number: ______________________________ Email Address: ______________________________________

A Bachelor's Degree is required. Please forward official documentation to the Human Resource Department.

Degree Received: _______________________________________________ Date Received: ______________________________

DEPARTMENT INFORMATION

Department: ______________________________ Fund:__________ Cost Center: _________________ Object Code: 5111

Compensation Method: (Please choose Contract Assignment or Hourly Assignment and complete all requested information.)

Hourly Assignment: Contract Assignment:

Requested Hourly Rate: ______________ Requested Compensation Amount:______________

Hourly Breakdown of Contract ___________________

Anticipated Start Date:__________________________ Anticipated Start Date: __________________________

Anticipated Rehire Date: ________________________ Anticipated Rehire Date:__________________________

Anticipated End Date: __________________________ Anticipated End Date:____________________________

Academic Year:_________Semester(s):____________

Signature of Prospective Employee Date

APPROVALS

1.)_________________________________________________ 2.)_________________________________________________

   Cost Center Director/Chairperson Date           Division Vice President Date

3.)__________________________________ 4.)__________________________________

   Budget Director, Financial Services Date     Director of Human Resources

5.)__________________________________

   **Executive Vice President Date

**The signature of the Executive VP is required to authorize any pay rate for more than $16 per hour or any contractual assignment
KEAN UNIVERSITY
ACADEMIC SPECIALIST/ADDRESS CHANGE FORM

Personal Data (must be filled out completely) please print
Name ___________________________ S.S.# __________________
Old Address: ________________________________
City ___________________ State ___________________ Zip __________
Telephone # ________________________

New Address Information (must be completely filled out) please print
Address _______________________________________________________________________
City ____________________________ State __________________________ Zip___________
Telephone # ____________________________ (if applicable)

Name Change Information (must have supporting documentation)
New Name ____________________________
Supporting Documentation ____________________________________________
Issuing Authority ______________________________________________
Document # _______________________________ (if applicable)

Signatures (required for processing)

____________________________________ ___________________________
Employee Signature Date

___________________________________ ___________________________
Director, Human Resources Date
K E A N   U N I V E R S I T Y

HIRING POLICIES AND PROCEDURES FOR STUDENT WORKERS
STUDENT WORKERS HIRING POLICY

Students are to seek employment through the Office of Human Resources. The department must put their request for a student worker in writing to Human Resources; along with a job description. Human Resources will send the students on interviews to departments that request student workers.

Departments/Programs may hire the student by submitting a Student Authorization to Hire Form for approval to the Office of Human Resources. Departments/Programs are not to commit to a salary without having it approved by the Office of Human Resources.

Student Aides can only work a maximum of 20 hours per week.
Work Study Students can only work a maximum of 20 hours per week.
Graduate Assistants can only work a maximum of 15 hours per week.
The same student can only be employed in one category.

Students must take breaks and indicate them on their time sheets, Students are not permitted to work more than an 8 hour work day, with a one (1) hour unpaid lunch break. Students will not be compensated for more than seven (7) hours in one day. Time sheets must be submitted in a timely manner, or the student will face a delay in payment. To insure timely submission in the event the employee did not sign the time sheet, it will be accepted by the Payroll department with the supervisor's approval (signature). The work schedule should be based on the 1/2 hour. Over 6 hours of work require a 1 hour break and over 4 hours of work require a 1/2 hour break. Example: 6 hours and 30 minutes require a 1 hour break. The employee will be compensated for 5 hours and 30 minutes. 4 hours and 30 minutes require a 1/2 hour break. The employee will be compensated at 4 hours.

Students who qualify for Financial Aid must be paid through the Work Study Grant Program. Their work schedule cannot conflict with their class schedule.

No student may be given permission to begin working until the department/program has received authorization from the Office of Human Resources.

The department must contact the student once he/she has been selected and instruct him/her to report to Human Resources within 3 business days to complete the hiring process.

Any student that does not report to Human Resources within 3 business days after confirmation has been given may be subject to termination.

No student will be processed without a Social Security Card.

No F1 or H1B Visa student will be processed without the proper documentation to establish either Identity or Employment Eligibility (i.e. 1-20, 1-94, N-550).

At the end of each spring semester, all Student Workers are routinely terminated. Each department will be required to complete a new Authorization to Hire Form and submit it to Human Resources as described above for the next academic year.

Kean University policy prohibits students, adjuncts and academic specialists from holding two positions/titles on campus simultaneously.

For example:
• Students cannot work in two different departments simultaneously.
• Adjuncts cannot hold academic specialist positions.
• Academic specialists cannot hold adjunct positions.
STUDENT WORKERS HIRING PROCEDURE

In order to ensure the uniformity of the hiring process for students, the following procedures have been established effective immediately:

- The department fills out the Student Authorization to Hire Form. The completed form, along with a job description to support the proposed salary, must then be submitted to the Office of Human Resources.

- Salary assignments are determined by the Office of Human Resources. Departments may recommend the salary they feel is comparable to the duties of the position.

- Upon review of all submitted documents, the Office of Human Resources will notify the employee and the department in writing within 5 working days to inform them that authorization has or has not been given to hire the student.

- Effective dates for students’ employment is the first day of the pay period after the date of receipt of the Authorization to Hire form in the Office of Human Resources (providing all required documentation has been submitted).

- If authorization is not given, the student must be instructed to come to Human Resources within 3 working days of his/her hire date to complete the W-4, I-9 forms, and any additional required forms.

- Please instruct the student to bring a copy of his/her Social Security Card with him/her to Human Resources. If the card is not readily available or it is lost, the process will be halted until the card is available. Students who do not come to Human Resources within the allotted time frame, who have not produced a valid social security card, or who have begun working before the department is notified may be subject to immediate termination.
STUDENT WORKERS PAY RATES

The Office of Human Resources has established three levels of compensation for students. These are based on the skills, knowledge, problem solving ability and accountability of the student assistant position.

**Level I** - Students at this level should be able to perform basic clerical functions such as typing, answering the telephone, taking messages, sending faxes, making copies, hand deliveries of mail on campus. ($7.25 - $7.50)

**Level II** - Students at this level should have intermediate computer skills. The student should be familiar with the Microsoft Office Software package. Students working at this level should be able to complete tasks that require word-processing, database maintenance or construction, creating slide presentations. These students should also be able to use independent judgment in more than one specialized area, ($7.75 - $8.50)

**Level III** - Students at this level correspond to assignments requiring paraprofessional knowledge and ability. Students should utilize various skills, technical training, and the extensive use of independent judgment and/or creativity. ($8.75 - $9.25) Requires approval by the Department Director.

In order to ensure uniformity, the Office of Human Resources will make the final determination regarding hourly compensation rates for student employees based on job descriptions provided by the supervisor. A job description must be attached to the Authorization to Hire Form. Hiring departments should not make salary commitments prior to receiving approval from Human Resources.

*Students who qualify for Financial Aid must be paid through the Work Study Grant Program. All students’ work schedules cannot conflict with their class schedules.*
WORK STUDY STUDENT HIRING PROCEDURE

THE FEDERAL WORK STUDY PROCESS (FWS)

Step 1. Student must file Free Application Federal Student Aid (FAFSA) form yearly.

Step 2. Student comes to Financial Aid Office and obtains the Federal College Work- Study Student Application after filling it out it is handed back to the FWS Coordinator.

Step 3. Student interviews with FWS Coordinator who matches the student with a department. Student also is given a three part Student Employment Job Referral Sheet, which is completed by the student and the Department Supervisor. The information on this sheet reflects the total work-study award for the year (which can be adjusted based on the student's financial aid and the name of the department). Student is then sent to interview with the department head. Whether or not they are hired, they must return the Job Referral Form to the Federal Work-Study Coordinator. When hired, they are to complete the Authorization to Hire Form, and the Employment Agreement Form.

Step 4. Student then takes the original Authorization to Hire form, and the Employment Agreement form to the Office of Human of Resources, located on the second floor of the Administration Building.

Step 5. Student is then asked to complete and submit the Federal I-9 and W-4 Forms along with their Social Security card and two other forms of documentation. For all five types of these documents, the originals are needed. By Federal Law the Office of Human Resources is required to verify and copy original documents. The Department the student has chosen to work for is then emailed with confirmation.

When documentation is missing or incomplete, a missing information email/letter is sent to the student giving them two weeks to respond. If the student does not respond within the two week period they are terminated.

A Payroll Authorization Notice (PAN) is then submitted to Payroll via the Office of Human Resources. It is imperative that all work study students are properly processed by the Office of Human Resources in order to ensure accurate and timely compensation.

- Students are paid every two weeks throughout the calendar year and are given a Student Payment Schedule every December.

- Payroll will not pay above the 20 hour limit unless the office of Human Resources authorize the additional hours.
GRADUATE STUDENT HIRING PROCEDURE

In order to ensure the uniformity of the hiring process for Graduate Students, the following procedures have been established effective immediately:

• The Office of Graduate Admissions fills out the Graduate Authorization to Hire Form and sends it to the Office of Human Resources for processing.

• Please be advised that salary assignment for the Graduate Students as established by the Office of Graduate Admissions is currently $7.25 per hour.

• After approval, the Office of Graduate Admissions will notify the employee and the department in writing to inform them of their assignment.

• Once the student is placed in an assignment, The Office of Graduate Admissions should then instruct the employee to come to Human Resources within 3 working days of his/her hire date to complete the W-4, and 1-9 forms.

Please instruct the student to bring a copy of his/her Social Security Card with him/her to Human Resources. If the card is not readily available or it is lost, the process will be halted until the card is available. Students who do not come to Human Resources within the allotted time frame, who have not produced a valid social security card, or who have begun working before the department is notified may be subject to immediate termination.

When documentation is missing or incomplete, a missing information email/letter is sent to the student giving them two weeks to respond. If the student does not respond within the two week period they are terminated.

At the end of each spring semester, all Graduate Students will be terminated. Each department will be required to complete a new Authorization to Hire Form and submit it to Human Resources as described above for the next academic year.
Personal Data (must be filled out completely) please print

Name ___________________________________________ S.S. # ____________________

Old Address: ________________________________________________________________

City __________________________ State ___________ Zip __________

Telephone # ________________________

New Address Information (must be completely filled out) please print. Kean address is not to be used as mailing address.

Address ______________________________________________________________________

City __________________________ State __________________________ Zip___________

Telephone # __________________________ (if applicable)

New Address Information (must have supporting documentation)

New Name __________________________________

Supporting Documentation ____________________________________________

Issuing Authority ______________________________________________

Document # _______________________________ (if applicable)

Signatures (required for processing)

___________________________________ ________________________

Employee Signature Date

___________________________________ ________________________

Director, Human Resources Date
KEAN UNIVERSITY
STUDENT AUTHORIZATION TO HIRE FORM

_______NEW HIRE    ______REHIRE    _______STATUS CHANGE   _______TERMINATION

Personal Data (Must be filled out completely)

Social Security Number: _______________________ Date of Birth ______________
First Name: _______________________________ Last Name _____________________________ MI ________
Street Address:  ______________________________________________________________
City_________________________________________State___________Zip_____________
Home Phone ______________________
Gender:  ☐ Male    ☐ Female
Ethnicity:  ☐ African American  ☐ Caucasian  ☐ Hispanic  ☐ Asian/Pacific
☐ American Indian/Alaska Native

Department Information (Must be filled out completely)

Department Name: ________________________________
Fund _____ Cost Center_________________Object Code: ______________
Contact Person (please print) _____________________________________
Department Extension ______________________
Department Supervisor Approval ______________________

Employment Information (must be filled out completely)

Effective Date of Hire __________   Proposed Hourly Rate ______________ (to be approved by HR)
Job Level ____________________   Hours per week _____________________

Signatures (both signatures are required for processing)

Student ____________________________________ Date _________________
Department Director/Chair _____________________________ Date _________________
(Cost Center Director Approval)

This form must be submitted to the Office of Human Resources no later than one week prior to the effective date of hire in order to ensure timely compensation payments. Students must be instructed to come to HR to fill out the following documents:

1. W-4 form
2. I-9 form (include I-9 verification documentations)
3. If Foreign Student, a copy of the Visa documentation (f-1, I-94) and a valid social security card

* Please note that for level 3, the department must include a detailed job description which outlines the responsibilities of the student in order to determine the rate of pay. In addition, student must not begin working until approval is received from Human Resources.