

## Webster Geneva “Work & Study” Guidelines

May 2017

### General statement

“Work & Study” (hereafter W&S) is a type of financial assistance that allows students to work on campus up to 12 hours per week. Eligible work study students earn a salary based on an hourly rate that is directly credited to their student account. W&S positions are available in academic departments, administrative offices, the library or in residence halls. These jobs give students the opportunity to gain some experience in the work environment.

### Basic student requirements

- Full-time, degree-seeking GENE undergraduate or graduate student, having attended Webster University, Geneva for at least one semester.
- Full-time enrollment for the term of their W&S assignments (regarding assignments during the summer period, the student has to be registered for the summer term or, at least, for the following Fall term prior to the beginning of the assignment. He/She will sign a letter confirming on his/her honor that he/she will not withdraw his/her fall registration after the assignment is over.
- Good academic records at the university, with a cumulative GPA above 2.5.
- Preference will be given to those with documented financial need, and in good financial status (no financial hold allowed).
- Applicants must have either Swiss citizenship, EU citizenship or a permit that authorizes them to work in Switzerland.

*The following participate in the process*

- *Manager of department : Academic Head, Service Manager*
- *W&S Supervisor : direct supervisor of the student*
- *Registrar, Business Office, Career Services and HR officers*

### Phase 1 : W&S budget approval must be done every year before October 31

1. Manager responsible for the department’s (administrative or academic) budget must submit the completed **WORK STUDY REQUEST FORM** to the Finance Director.
2. Request will be reviewed and confirmed by Campus Director, Director of Finance, Business Office and the HR office.

### Phase 2 : Hiring processes

1. Manager responsible of department’s budget and Work Study Supervisor make sure **WORK STUDY REQUEST FORM** is approved.
2. When the position needs to be filled, Manager prepares job description with W&S Supervisor; HR Office submits it to the Career Services Office for announcement to the community (via electronic mail and bulletin board).
3. Candidates to submit applications (following instructions given on the published ad) to
  - a. Either the Career Services for advice and support (ie. preparation for interviews, resume writing, letter of motivation, but not pre-selection of applicants), and then to Manager for review

- b. Or directly to the hiring Manager
4. Manager and W&S Supervisor to review candidates' applications and make a first selection (short-list) of suitable candidates based on the criteria of the **WORK STUDY REQUEST FORM**.
    - Short-list is not required; it is only recommended to avoid too many interviews with applicants
    - All non short-listed applicants will receive a formal “negative” answer from HR (based on objective feedback received from W&S Supervisor).
  5. W&S Supervisor to check the status of candidates with HR (work permit), Registrar's Office (GPA, credits, registration status) and Business Office (financial status).
  6. Short list of candidates (approx. 3) to be interviewed together by W&S Supervisor (tasks, skills, objectives) and HR (contract, policies)
    - Despite the obvious expertise of managers, it is important to be clear and detailed regarding contractual and policy issues at this point of the process
    - The presence of HR is mainly to ensure “equal treatment” throughout the hiring of W&S students; HR may be consulted for the final choice but only at the level of recommendation
  7. The preferred FINAL candidate will be recommended to the Campus Director by the Hiring Manager. All non-selected applicants shall receive a formal “negative” letter from HR, based on the **INTERVIEW FORM** filled by the W&S Supervisor.
  8. Campus director to approve the final candidate based on the feedback of the interviews.
  9. Contract offered to the successful candidate and administrative entry from HR Office. No work may be achieved by a student before the permit is received (when necessary) and a contract issued by HR. Hours performed outside contracted periods cannot be paid for.

### Phase 3 : Remuneration process

- All W&S Supervisors must have a binder with the **WORK STUDY HOURS FORM** filled out indicating exactly for each day of work, the number of hours to be paid. A total of worked hours should be computed per week.  
  
This sheet must be filled out on a daily basis by the student and checked by the Work Study Supervisor on a weekly basis.
- During week 7 of the current term (or another date specified by the business office), students must submit the completed **WORK STUDY REMUNERATION FORM and WORK STUDY HOURS FORM** :
  - Both forms should be signed by the students
  - Controlled and signed by the W&S Supervisor
  - Brought to HR for second control
  - And submitted to the Business Office for processing
- Students **must** keep a copy of all the above mentioned documents.
- Remuneration is directly credited to the student account.