Student Employment Program

Student Guide Book

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WHAT IS THE SEP PROGRAM?

The **Student Employment Program** (SEP) at VCUarts Qatar offers on-campus jobs for students who wish to kick-start their careers early while at the university, expand their portfolios, and build solid networking connections with the community.

The program is designed to introduce the students to the professional workplace environment, offering a wide range of employment opportunities in the fields of research, teaching, technology, and others.

Eligibility to apply

To be considered eligible for the Student Employment Program, students must meet the following criteria:

- Must be a full-time student at VCUarts Qatar or one of EC's Campuses.
- Freshmen must complete at least one semester at the university before applying.
- Must maintain a 2.0 GPA and above.

Application and Hiring Procedure

SEP Available Positions

SEP positions will be posted on the SEP Positions tool on the VCUarts Qatar Intranet: (VCUQ Intranet > Apps & Tools > SEP Available Positions)

- When students apply for jobs, the supervisors will receive an email notification with the applicant's CV.
- Once the supervisors shortlist their applicants, they will reach out to schedule an interview to discuss the roles, its requirements, and your availability.
- Each selected student employee will receive an email confirmation from the SEP coordinator confirming that they may begin working in their roles.

- A student employee's employment process is completed once they follow all the steps included in the 'SEP confirmation' email they receive from the SEP coordinator.

All steps include:
- Completing the 'New Hire Paperwork' DocuSign documents.
- Filling out their 'Profile' details.
- Uploading their bank statement, signed confidentiality agreement form, ID, and their new hire paperwork.

The Award Model

Awarded Hours

The award model facilitates the following:

- Each student employee gets awarded the number of hours they can work in that position during the semester.
- The award hours may be distributed along the semester as you see fit. As long as students do not exceed a total of 20 hours per week in all positions they have under this program.
- Student employees must not exceed the total number of hours awarded for their position. Unused hours will not be carried over to the next semester.

- **Award Timeline:** Fall & Spring semesters: from first day of classes to the last day of finals week.

Setting up your profile

Go through the slideshow below to read the step-by-step instructions on setting up your profile.

Important note:

A student employee must ensure their timesheet is approved by the supervisor no later than 11:59pm on the last day of the month.

In order to get paid in a timely manner, a student employee must have the correct bank account information. Failure to do so may delay the payment for a whole month. It takes up to two weeks to deposit the payments to the student employee's bank account.

Unsatisfactory Performance

📣 Work Concerns

Working with people in any job setting frequently presents certain personnel problems. Often, the beginnings of work problems go unnoticed until the matter becomes large, affecting either production or department morale. When communication has been tried with poor results, contact the VCUarts Qatar Student Employment Coordinator and request assistance.

Student employees who demonstrate either unsatisfactory work performance, attendance or communication must be warned and given time to correct the problem, or be dismissed.

💬 Verbal Warning

The first warning, the student should be told in private explicitly how job requirements are not being met.

✏️ Written Warning

If, two weeks after the verbal warning, expectations are not met, a written warning should be sent to the student with the SEP coordinator copied.

❌ Termination

After the written warning, in two weeks, if expectations are still unmet, immediate termination will occur.

## Volunteer Student Termination

Student employees are allowed to voluntarily end their employment. Students must give at least one week's notice to their supervisor.

All forms of warnings and terminations must take place in communication with the VCUarts Qatar's Student Employment Coordinator.

Work Ethics

Ethics

Student employees must demonstrate positive and cooperative attitudes. Ethics is defined as a collection of values and behaviours which people feel are moral; a positive work ethic is the collection of all the values and actions that people feel are appropriate in the workplace.
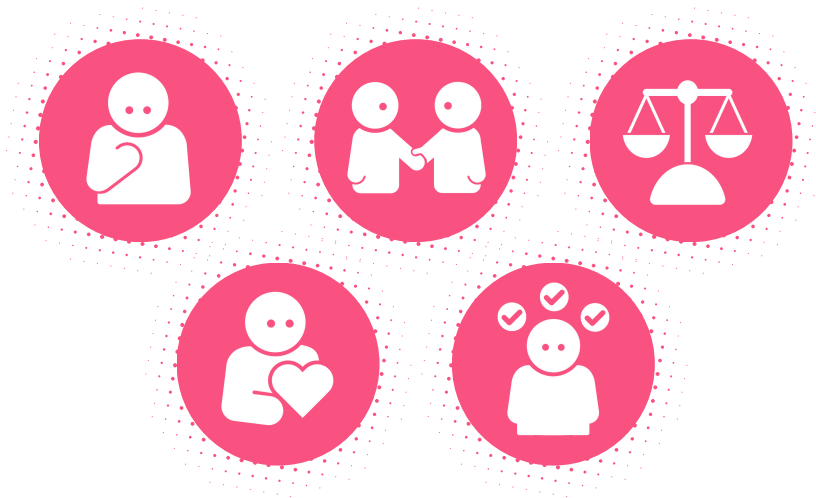
Core Values

VCUarts Qatar believes in the Core Values of honesty, respect, fairness, compassion and responsibility and incorporates these values in all aspects of instruction and administration. Subscribing to a set of values is essential for individuals in acquiring a high quality of life, a successful career, and a good citizenship. It is also essential for organizations to adopt core values for creating a code of conduct or standards of behaviour expected of individuals serving in or with that entity.

VCUarts Qatar has adopted a set of core values that have become the fiber of the institution:

- **Character:** displays loyalty, honesty, trustworthiness, reliability, dependability, initiative, self-discipline, and self-responsibility.
- **Teamwork:** a team worker, cooperative, assertive, displays a customer service attitude, seeks opportunities for continuous learning, and displays mannerly behaviour.
- **Appearance:** displays appropriate dress, grooming, hygiene, and etiquette.
- **Attitude:** demonstrates a positive attitude, appears self-confident, and has realistic expectations of self.

- **Productivity:** follows safety practices, conserves materials, keeps work area neat, follows directions and procedures.
- **Organizational Skills:** manifests skill in personal management, time management, prioritizing, flexibility, stress management, and dealing with change.
- **Communication:** displays appropriate non-verbal (body language) and verbal skills (tone of voice).
- **Cooperation:** displays leadership, appropriately handles criticism and complaints, demonstrates problem-solving capability, maintains appropriate relationships with supervisors and peers, and follows chain of command.
- **Respect:** Respects the rights of others, deals appropriately with cultural/racial diversity. and does not engage in harassment of any kind. Having a genuine regard for others and showing consideration for others.
- **Honesty:** being truthful and not deceptive or fraudulent, and subscribing to the phrase, "there is no substitute for the truth."
- **Compassion:** understanding the feelings of others and recognizing the effect one's actions will have on others.
- **Fairness:** practicing actions that are just and impartial along with treating people in a consistent manner.
- **Responsibility:** assuming ownership for personal actions and being accountable for one's own behaviour, assigned tasks, duties, and functions. In addition, being responsible means taking action against wrongdoing, and not tolerating those who are who engage in misconduct or exhibit inappropriate behaviour or attitude.
- **Time management:** balance your time between school and work. Keep track of your assignments and meet your deadlines.
- **Confidentiality:** maintain the th integ inrity of confidential or potentially compromising information handed in to you.

Contact Information

For support, contact Student Employment & Career Services Coordinator.
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