

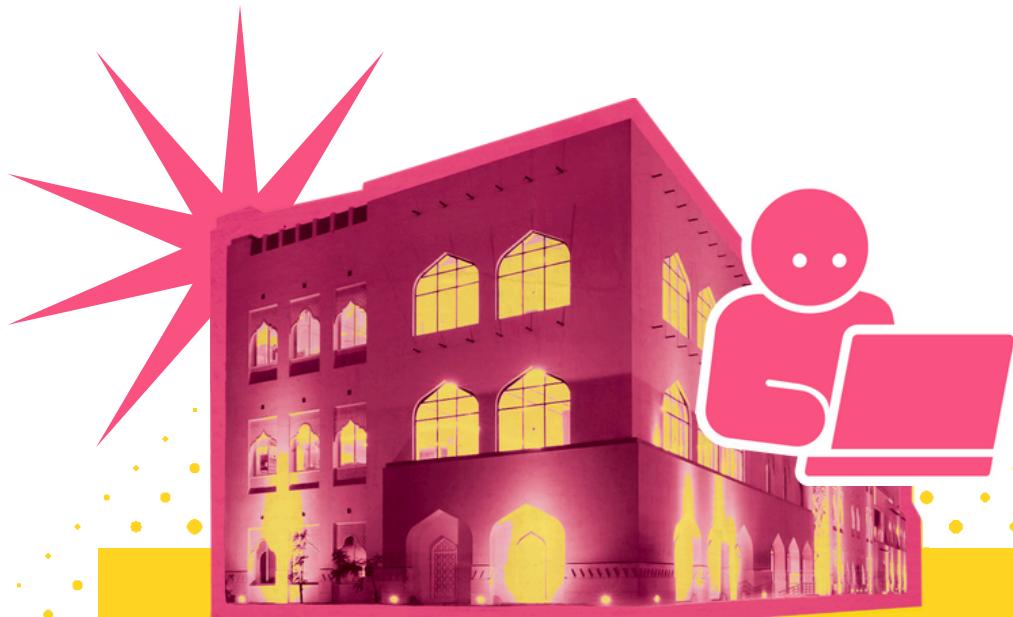
# Student Employment Program

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Student Guide Book

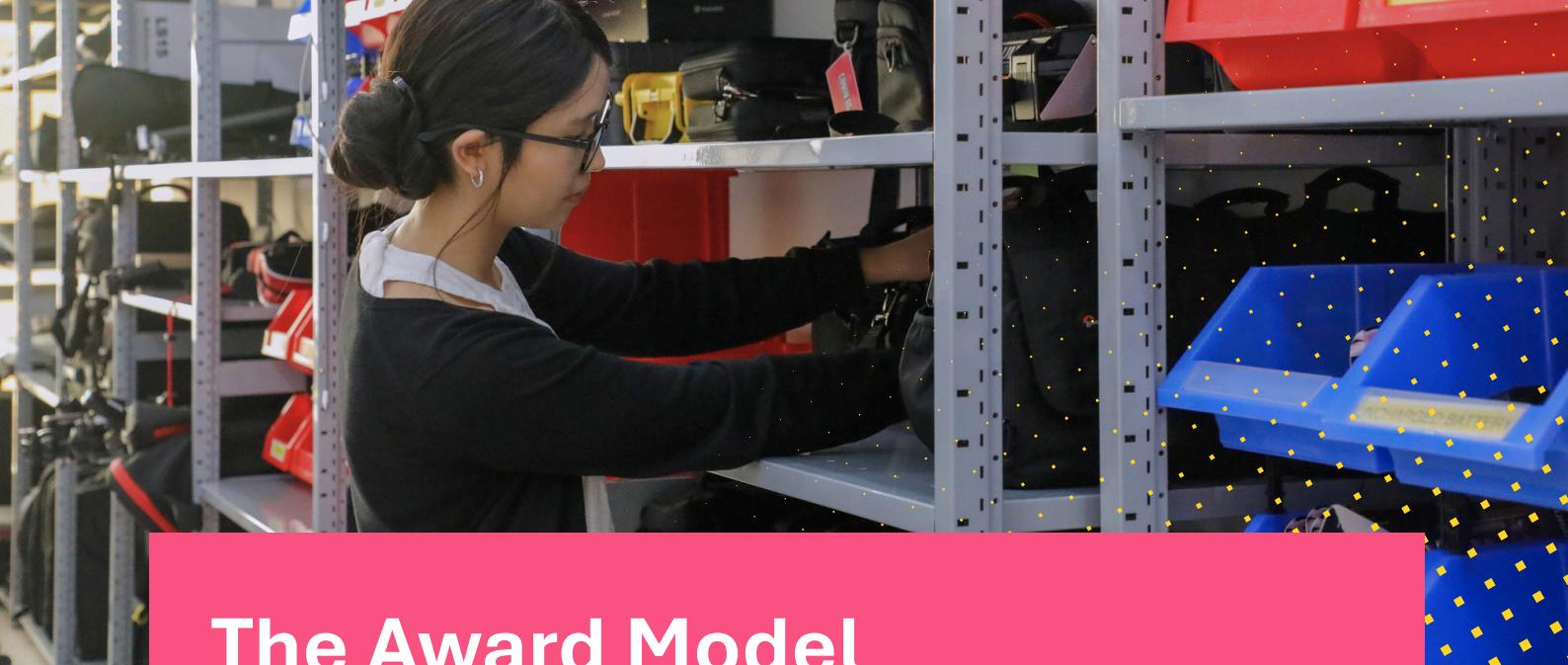
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## WHAT IS THE SEP PROGRAM?

The **Student Employment Program (SEP)** at VCUarts Qatar offers on-campus jobs for students who wish to kick start their career early while at university. 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.



# The Award Model

## Award Confirmations

Requests will be reviewed and a confirmation email will be sent by the SEP coordinator confirming number of hours and openings approved for the position(s) for each semester in the form of an award. The award model facilitates the following:

- Each student employee gets an award for the number of hours they can work in that position during the semester.
- The award hours may be distributed for each opening as you see fit. In other words, students are not limited to a certain number of hours per week, as long as they do not exceed a total of 20 hours per week in all positions they have under this program.
- The award must be used by the end of each semester. Unused hours will not be carried over to next semester.

## Contracts & Award Hours

- **Working Hours:** Student employees must not exceed the total number of hours awarded for their position, nor work more than 20 hours a week in all positions they have under the program.
- **Award Timeline:** Fall & Spring semesters: from first day of classes to the last day of finals week.

# SEP Positions Tool

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SEP positions will be posted on the new SEP Positions tool on the VCUarts Qatar Intranet:

- Students can apply for jobs and the supervisors will receive an email notification with the applicant's CV. Check your Spam folder frequently as these system-generated emails could end up there.
- Supervisors who wish not to advertise their SEP positions on the tool, for the purpose of conducting their own search or continuing with their returning student employees, may email me requesting to hide the position on the tool.

## Hiring Procedure & Eligibility

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- Supervisors must inform the SEP coordinator of the student name and email once the decision to hire is made, in order to link the new hire to the position.
- Supervisors who wish to renew their current student employees may request from the SEP coordinator to link them to the job directly.
- A student employee's employment process is completed once the student submits the completed and signed Confidentiality Agreement Form.

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

- Maintain 2.0 GPA and above.
- 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 not be a Community Development Advisor (CDA) at EC Residence Halls.
- The SEP is intended for VCUQ students only. It's possible to hire a non VCUQ student only if the experience or qualifications required are not available within the VCUQ job applicants. A written justification must be provided.

# SEP Timesheet Tool

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A student employee must enter the hours through the 'SEP Timesheet' tool on the VCUarts Qatar Intranet, and ensure the timesheet is approved by the supervisor by 11:59 no later than the last day of the month.

In order to get paid in 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 may take up to two weeks to deposit the payments to the student employee's bank account.

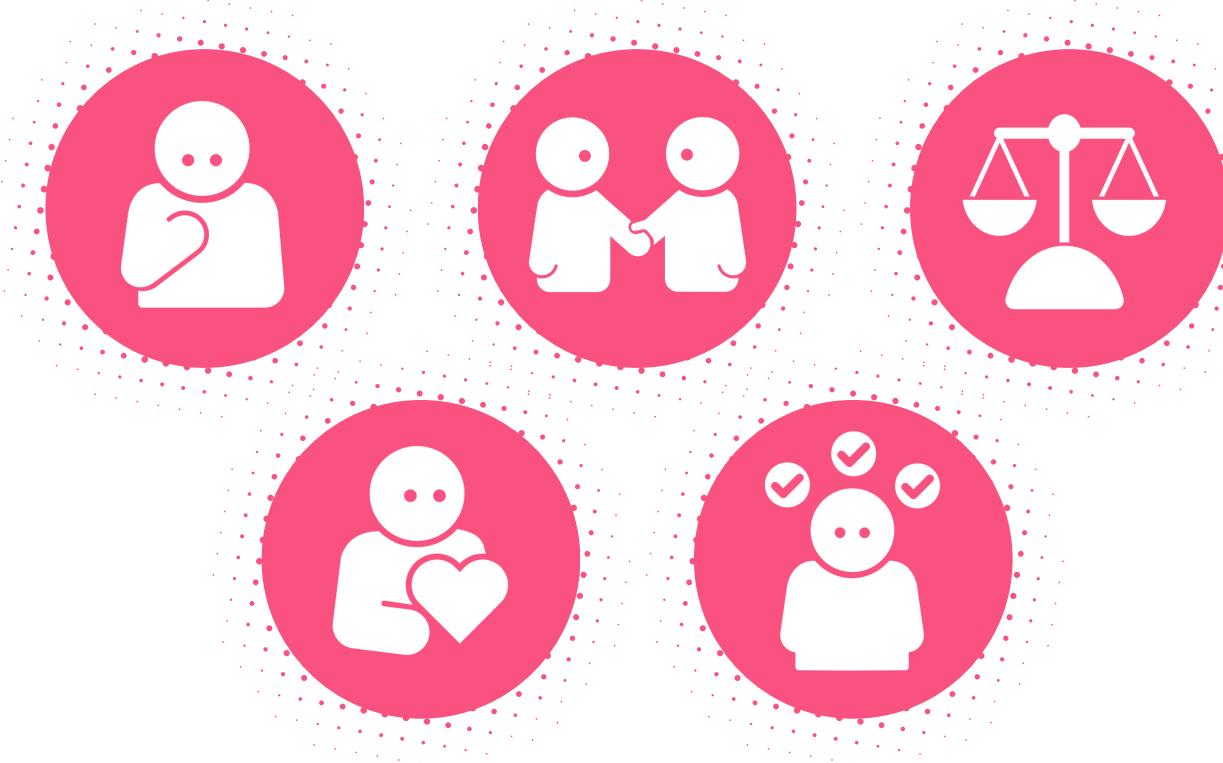


## Work Ethics

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### 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 integrity of confidential or potentially compromising information handed in to you.

# Unsatisfactory Performance

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## Work Concerns

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

## Unsatisfactory Performance

Student employees who demonstrate either unsatisfactory work performance, attendance or communication must be warned and given time to correct the problem, or be dismissed. All forms of warnings and terminations must take place in communication with the student and VCUarts Qatar's Student Employment Coordinator.

## Verbal Warning

The student should be told in private explicitly how job requirements are not being met. The supervisor should take steps toward improved communication or instruction enabling the student employee to achieve satisfactory performance.

## Written Warning

A period of at least two weeks must be granted after the Verbal Warning for the student employee to improve their performance or attendance at work. If the student's work performance continues to fall below required standards, the student should be informed in writing/email of the unsatisfactory performance. Supervisor must copy the SEP Coordinator to their email to the student.

## Termination

A period of at least two weeks must be granted after the Written Warning for the student employee to improve their performance at work. If, after at least one written warning, the student's performance has not improved, the student may be then terminated. A termination letter template is available upon request.

## **Immediate Termination**

- a) Any violation of the university's Code of Ethics or Confidentiality agreement.
- b) Missing 5 consecutive scheduled working days without notice or valid excuse.
- c) Poor academic performance such as a large drop of GPA or academic probation.
- d) Inappropriate use of university's resources such as (but is not limited to) using the Internet to visit adult-rated, explicit sites, or inappropriate use of email, telephones and IT equipment.
- e) Endangering employees and students: this includes (but is not limited to) violence, vandalism and knowingly endangering other employees by bringing dangerous items, such as weapons, to university. Attending school/work while intoxicated by drugs or alcohol or using drugs or alcohol on campus.
- f) Endangering the university. This includes-but is not limited to actions that jeopardize the university and its reputation. All forms of theft and crime are included.
- g) Sexual, racial, physical, or verbal harassment of a colleague, student or employee.

The dean of students must be notified in case of immediate termination points a,d,e,f & g take place for further action.

# Contact Information

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For support, contact Student Employment & Career Services Coordinator.

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