



SUBJECT:	Personnel		
POLICY:	402.5 Student Employment Program		
PROCEDURE:			
EFFECTIVE:	May 2014	REVISED:	REVIEWED: July 2026

Introduction and Purpose

The purposes of the student employment program are to:

1. provide students with opportunities for earning income in the context of the total financial assistance program
2. provide students with professional or practical training in their primary field of study
3. enhance the educational development and growth of students through work-related learning experiences
4. provide the College with a potential work force to perform tasks that do not require full-time or permanent employees

This policy does not apply to federal or state work study awarded through the financial aid office.

Policy

Student employee positions are available in several college departments and offices. Student employee positions differ from the federal work - study program wherein students do not need to qualify on the basis of need and the employing department is responsible for 100 percent of the student's wages. Student employees may not work more than 20 hours total per week for all jobs on campus. Exceptions to the 20 hour rule may be made only during intersession or break periods. Departments must get approval from the appropriate executive council member prior to authorizing employment greater than 20 hours.

General Employment Eligibility Criteria:

In general, Great Falls College and Montana State University affiliated students are eligible to participate in the student employment program if they are U.S. citizens or eligible noncitizens.

In addition to meeting the general employment eligibility criteria, students wishing to participate in the student employment program as a student employee must be enrolled for six (6) or more credit hours leading to an educational credential during the academic semester in which they are employed (fall/spring/summer). Students who are preregistered for the fall semester may begin working once the spring semester has ended. Any person who has been admitted to Great Falls College may be employed as a temporary hourly employee in a student position during the term prior to the beginning of classes.

Continuing students seeking summer employment may be asked to provide evidence of their intention to enroll in the fall semester if not enrolled during the summer. Any student who fails to maintain the required minimum credit hours during any academic-year semester must be terminated as student worker employee immediately. A student who graduates must also be terminated as a student employee immediately upon graduating.