



ON-CAMPUS EMPLOYMENT (ONCE) Program Guidelines

Important guidelines about the ONCE program for staff and faculty



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About ONCE PROGRAM

The on campus employment (ONCE) program is managed by the Student Careers and Alumni Department to support the recruitment of undergraduate students working in part-time positions across the university different colleges and units.



Purpose of the ONCE Program

The purpose of the ONCE program is to increase the practical exposure and enhance the soft and technical skills of ZU students. This helps significantly in improving their employability skills upon graduation through the participation in part-time work during their free time on campus.

Also, the program helps the administrators, staff and faculty to get support with their projects and the daily operation.

The On Campus Employment Program provides:

- › Professional work experience.
- › Skills development required in a workplace.
- › The ability to earn a wage.
- › Supportive services for administrators, staff and faculty.



Guidelines



Student's Eligibility

- › The student CGPA must be 2 and above.
- › The student completed at least one semester in the University.
- › The student's status is active in the system (not graduated)



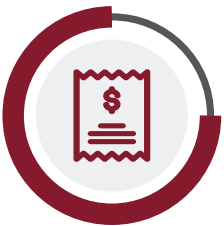
ONCE Budget

- › Staff/faculty from self-funding units such as (ICE, GSD, RO) are allowed to hire a ONCE student worker. However, the student's payment will be funded through their unit's budget not through ONCE budget.
- › Other departments will be allowed to use the centralized budget for ONCE program within Student Careers & Alumni Department.



Working Hours

- › Working hours are based on the student free-time and the need of the supervisor but should not exceed 60 hours/month during regular academic periods (Fall & Spring Semesters) and 80 hours/month during academic vacation periods (Winter, Mid -semester & Summer Breaks).
- › Student are permitted to work on campus or remotely based on the hiring unit need.
- › Student are permitted to work on weekends (Friday, Saturday, and Sunday) based on the supervisor need.
- › Student employees are permitted to work during their free time only.
- › Students are not eligible to work during the internship period.
- › Students are not eligible to work in more than one ONCE position at the same time.



Compensation:

- › Student employees should be paid based on hourly rate at the end of the month (Refer to the wage structure for more details).
- › Time worked is recorded on the Timesheet in 30 min. and 60 min. blocks.
- › Student employees are not paid for vacations, sick leave, or time off.
- › Timesheet will not be accepted if student didn't complete the mandatory training courses.



Payment Process

- › Timesheets should be submitted by the end of each month by the student employee and approved by the Supervisor, SCAD staff and director, and finally sent to the Finance Department no later than the 5th day of the following month. No early payment request is allowed.
- › Student employees should submit the timesheet request no later than 2 months.
- › Finance will process the payment within two working weeks after student's request receives all approvals on the system.

Supervisor's Responsibilities

The staff/faculty interested to hire a ONCE student worker should be aware of below responsibilities as ONCE supervisor before hiring a student:

- › To provide a clear and detailed role description for the employee student
- › To provide guidance, direction and mentoring for the employee student.
- › To give appropriate orientation and training so that student is fully aware of the Unit/Department's expectations and on-the-job requirements.
- › To provide constructive and substantive feedback regarding the student's job performance in a timely manner.
- › To understand the student's academic responsibilities and commitments outside of work.
- › To ensure to approve all the hourly time-sheet e-forms in timely manner to avoid any delay.
- › To ensure the student abides by the expected working hours of the ONCE Program.
- › To provide written feedback to Student Careers and Alumni Department if a problem occurs or student is terminated.
- › To be committed to supervisor's responsibility during the supervision of ONCE employee students.
- › To keep track of hours worked by student employees.
- › To supply the student with a recommendation letter at the end of the employment period if requested.

Student's Responsibilities

Once hired, students are expected to fulfill the following responsibilities:

- › To commit to the position for the full period outlined on the agreement.
- › To notify the supervisor in case he/she are unable to attend the workplace.
- › To perform all duties professionally and to give best of his/her ability, complying with all reasonable directions given by the supervisor.
- › To promptly inform the supervisor of any personal injury or damage to property which may involve the student.
- › To attend on time, record the hours accurately and complete the working hours as agreed with the supervisor.
- › To keep the information of the unit/department confidential at all times.
- › To understand that he/she is employed by ZU on a term by term basis.
- › To be committed to the responsibilities during the job duration for ONCE.
- › To notify the supervisor if decided to quit and give at least one week notice.

CURRENT WAGE STRUCTURE

All positions will start at the hourly rate determined for each level. Wages are determined by the nature and complexity of the task and the below titles are for guidance only, but should not be limited for.

1 LEVEL 1: Entry Level Employee

18 aed/hour

Level Requirements:

- » Very basic skills
- » Under direct supervision » Performs routine tasks

Jobs in this category(as guidance, but not limited to):

- » Clerical Support (filing, photocopying, typing, etc.)
- » Making and Answering Telephones Calls
- » Laboratory Trainee
- » Library Aide
- » Information Clerk

2 LEVEL 2: Skilled Employee

25 aed/hour

Level Requirements:

- » Specialized skills
- » Under general supervision
- » Performs routine work and completes specific projects

Jobs in this category(as guidance, but not limited to):

- » Laboratory Assistant
- » Data Entry
- » Library Assistant
- » Accounting Assistant
- » Technical Assistant
- » Clerical Assistant
- » Research Assistant

3 LEVEL 3: Specialist Employee

31 aed/hour

Level Requirements:

- » High skill level
- » Without detailed supervision
- » Performs more complex tasks

Jobs in this category(as guidance, but not limited to):

- » Student Technician
- » Research Assistant
- » Teacher Assistant
- » Programmer Assistant
- » Translator

4 Level 4: Experienced Specialist

39 aed/hour

Level Requirements:

- » Unique and demanding skills
- » Under minimal supervision
- » Performs supervisory job

Jobs in this category(as guidance, but not limited to):

- » Accounting Specialist
- » Program Coordinator
- » Student Supervisor
- » Tutor/Peer Counselor
- » Graphic Designer (Advanced)
- » Event Coordinator



Required Trainings Courses

We have collaborated with AI Ghurair Foundation for Education to provide the virtual training program for ONCE workers through AI Ghurair Young Thinkers website.

Once student is hired, he/she will be required to attend 4 courses, three of the courses titles will be mandatory and the fourth training course can be chosen by the student based on what they prefer. (any training found on the website other than the three mandatory trainings) The email will be sent by the SCAD staff (Ayesha Altamimi)

1

Effective Workplace Communication

In this course student will learn about different ways to communicate at work. By understanding various modes of communication and how to properly use them, student will be prepared to build better relationships with others in their professional life.

2

Set Goals to Manage Your Time

In this course student will understand the importance of time management in a healthy work environment. This course will help the student to know how to achieve the day-to-day priorities and use their time wisely to increase productivity and eliminate stress.

3

Leadership: Achiever Capabilities

In this course student will learn about high achiever capabilities and how to advance their career path. This course will help student to equip themselves with the skills needed to self-manage in order to achieve the results they want.

4

Not specified

This course can be chosen by the student. (Other than the three mandatory courses).