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INTRODUCTION TO ON-CAMPUS STUDENT EMPLOYMENT (ONCE)

The Student Careers Office (SCO) seeks to promote experiential learning opportunities for male & female students in different departments inside ZU. The On Campus Employment Program provides:

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

Employment Conditions:

- A student from baccalaureate program, General Education or Major
- A GPA of 2.0 and above

Note: ABP students and students on Academic Probation are not eligible to be employed on-campus.
STEPS FOR RECRUITING A STUDENT

1. Complete the On-Campus Employment Vacancy Form
2. SCO will advertise the vacancy on campus through “Careers Focus” on blackboard
3. SCO will collect all necessary documents from interested students, including:
   - Application Form
   - Parent/Guardian Permission Form,
   - Class Schedule
   - Transcript
   - CV (if available)
   - Any Other documents requested by the hiring unit
4. Applications will be reviewed and short listed by SCO and then forwarded to the hiring unit
5. The hiring unit will interview and hire selected candidates.
6. The hiring unit should forward all applications of the selected candidates to SCO and keep a copy of them as well as forward the other applications of unselected ones.
WORK HOURS

Student employees are permitted to work during their breaks only.

- Up to 15 hours per week during regular academic periods (Fall & Spring Semesters)
- Up to 20 hours per week during academic vacation periods (Winter, Mid-semester & Summer Breaks)

COMPENSATION

- Student employees should be paid based on hourly rate
- 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

PROCESSING AND COLLECTION OF PAYMENT

- Timesheets should be completed by the end of each month by the student employee and approved by the Supervisor, signed by the Director/Unit Head, Student Employment Coordinator (SCO) and finally sent to the Finance Department no later than the 5th day of the following month.
- Finance will process the payment usually by the 15th of the month and will notify the student to collect her/his check. (Students should present their university ID card to the cashier for verification and payments won’t be made to friends and other people.)
### Current and Proposed Wage Structure

All positions will start at the hourly rate determined for each level:

**Level 1:**
18 Dirhams per hour (minimum wage in most countries)

**Level 2:**
25 Dirhams per hour

**Level 3:**
31 Dirhams per hour

**Level 4:**
39 Dirhams per hour

### Classifications Levels

<table>
<thead>
<tr>
<th>LEVEL 1: Entry Level Employee</th>
<th>LEVEL 2: Skilled and/or Experienced Employee</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Level Requirements:</strong></td>
<td><strong>Level Requirements:</strong></td>
</tr>
<tr>
<td>» Very basic skills</td>
<td>» Specialized skills</td>
</tr>
<tr>
<td>» Under direct supervision</td>
<td>» Under general supervision</td>
</tr>
<tr>
<td>» Performs routine tasks</td>
<td>» Performs routine work and completes specific projects</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Jobs in this category:</th>
<th>Jobs in this category:</th>
</tr>
</thead>
<tbody>
<tr>
<td>» Clerical Support (filing, photocopying, typing, etc.)</td>
<td>» Laboratory Assistant</td>
</tr>
<tr>
<td>» Making and Answering Telephones Calls</td>
<td>» Clerical Assistant</td>
</tr>
<tr>
<td>» Laboratory Trainee</td>
<td>» Data Entry</td>
</tr>
<tr>
<td>» Library Aide</td>
<td>» Technical Assistant</td>
</tr>
<tr>
<td>» Information Clerk</td>
<td>» Library Assistant</td>
</tr>
<tr>
<td></td>
<td>» Research Assistant</td>
</tr>
<tr>
<td></td>
<td>» Accounting Assistant</td>
</tr>
<tr>
<td></td>
<td>» Graphic Designer (Beginner)</td>
</tr>
</tbody>
</table>

**Suggested wage rate: 18 dhs per hour**

**Suggested wage rate: 25 dhs per hour**
## CLASSIFICATIONS LEVELS

<table>
<thead>
<tr>
<th>Level 3: Specialist Employee</th>
<th>Level 4: Experienced Specialist/Supervisor</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Level Requirements:</strong></td>
<td><strong>Level Requirements:</strong></td>
</tr>
<tr>
<td>» High skill level</td>
<td>» Unique and demanding skills</td>
</tr>
<tr>
<td>» Without detailed supervision</td>
<td>» Under minimal supervision</td>
</tr>
<tr>
<td>» Performs more complex tasks</td>
<td>» Performs supervisory job</td>
</tr>
<tr>
<td><strong>Jobs in this category:</strong></td>
<td><strong>Jobs in this category:</strong></td>
</tr>
<tr>
<td>» Student Technician</td>
<td>» Accounting Specialist</td>
</tr>
<tr>
<td>» Research Assistant</td>
<td>» Program Coordinator</td>
</tr>
<tr>
<td>» Translator</td>
<td>» Student Supervisor</td>
</tr>
<tr>
<td>» Tutor/Peer Counselor</td>
<td>» Event Coordinator</td>
</tr>
<tr>
<td>» Programmer Assistant</td>
<td></td>
</tr>
<tr>
<td>» Graphic Designer (Advanced)</td>
<td></td>
</tr>
</tbody>
</table>

**Suggested wage rate: 31 dhs per hour**

**Suggested wage rate: 39 dhs per hour**
EMPLOYER RESPONSIBILITIES

1. Orientation for new student employees
   The hiring unit will provide orientation to each hired student, including topics such as;
   › Student Employee Expectations
   › Function and Staffing of the hiring unit
   › Payment Schedules
   › Evaluation procedures
   A checklist is attached in the Appendices for reference

2. Complete the Student-Unit Agreement Form
   Keep one copy for your records, and submit one copy to SCO.

3. Sign the Student Commitment Form
   The student employees should read and understand all the conditions very well and ask the supervisors for any clarifications. This form should be kept by each supervisor.

4. Arrange a work schedule with the student
   Not exceeding 10 hours per week during the semester.

5. Complete Student Employee Timesheet
   Department supervisors are responsible to keep track of hours worked by student employees.

6. Evaluations and Raises
   See the section titled, “Evaluations, Wage Increases and Promotions” for information.

7. Recommendation Letter
   The supervisor should supply the student with a recommendation letter at the end of the employment period.
   (See attached a recommendation letter)
1. They should check the “Careers Focus” website and emails for new on-campus vacancies.

2. They should apply within the specified period of job advertisement and submit the application forms along with all the requested documents to the SCO.

3. They should attend the interview if invited, and follow-up with a thank you note to the interviewers.

4. If hired, they should treat the student employments opportunity as a professional job which includes:
   - Commitment to the work schedule. They should not expect extensive time off or schedule changes for studying, family issues or field trips.
   - They should request time off in advance, when possible.
   - They should be on time.
   - They should follow the employment guidelines of the hiring unit.
   - They should fulfill job responsibilities to the best of their ability.
   - They should treat other staff members and “customers” with respect.

**STUDENT RESPONSIBILITIES**
EVALUATIONS, WAGE INCREASES AND PROMOTIONS

Wage Increases
› Are recommended for exemplary work performance.
› Are given after a minimum of 8 weeks.
› Are recommended according to the Student Performance Evaluation (Attached in the Appendices).
› Are requested by the supervisor and approved by the department director/cost center manager.
› Are given at the suggested wage rate of the following level (See the section titled, “Current and Proposed Wage Structure”).

Promotions
The on campus employees can be promoted to a higher level if the job responsibilities have been changed so that he or she will perform the tasks of this level, so the following steps should be taken:
› Writing a new job description and should be signed by the student and supervisor.
› It should be approved by the department/unit director/head.
› Submit a copy to SCO.
Zayed University student employees are subject to disciplinary action for violation of ZU policies and procedures or for violation of hiring unit/department policies and procedures. However, dismissal from a student employment position has no impact on academic progress and will not affect a student’s academic standing.

**Unacceptable Workplace Behavior**

a. Excessive lateness or absenteeism  
   b. Failure to call in or report for a scheduled shift  
   c. Failure to perform the duties of the position  
   d. Inability to accomplish work at an effective level  
   e. Disclosure of confidential information  
   f. Unauthorized use of telephones, postal systems or other ZU equipment.  
   g. Theft or misuse of ZU property.  
   h. Disrespectful Behavior.  
   i. Incorrectly completing timesheets.

**Disciplinary Actions towards to any kind of the above mentioned behaviors:**

A. First infraction: Supervisor gives a verbal warning to the student and puts a note in the student's personnel file.  
B. Second infraction: Supervisor gives a written warning and the student has to sign it.  
C. Third infraction: Supervisor either places student on probation or dismisses student. In case of probation, a further infraction results in dismissal.  

For extremely serious infractions such as threat of physical force, theft, etc. the supervisor may decide to immediately dismiss the student.
APPENDICES

- Vacancy Form
- Student Application Form
- Parent/Guardian Permission Form
- Timesheet
- Student-Unit Agreement Form
- Student Commitment Form
- Student Orientation Checklist
- Student Performance Evaluation Form
- CV Sample
- Recommendation Letter Sample
| **Vacancy Form**  
| **On Campus Student Employment**  
| **Zayed University, Dubai Campus**  

**Hiring Unit**  
**Hiring Unit Location:**  
**Supervisor’s Job Title:**  
**Email Address:**  
**Supervisor’s Name:**  
**Telephone No:**

**Start advertising (Date):**  
**End advertising (Date):**

<table>
<thead>
<tr>
<th><strong>Vacancy Job Title &amp; Description:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Requirements (major/GPA/skills/experiences/etc):</td>
</tr>
<tr>
<td>Tasks &amp; Responsibilities:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong># Of Positions Available:</strong></th>
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</tbody>
</table>

| **Working Period:**  
| **From:**  
| **To:** |
| **Work days/week:** |
| **Work hours/day:** |
| **Hourly payment:** |

| **Training provided?**  
| **Yes**  
| **No** |

Please return this form to Hessa AlMuhairy,  
Student Careers Office, E-wing Entrance, Office of Student Affairs,  
Hessa.MattarAlMuhairy@zu.ac.ae, Tel: 04-4021111, Dir Tel: 04-4021445 Fax: 04-4021011
On-Campus Student Employment Application

Zayed University, Dubai Campus

<table>
<thead>
<tr>
<th>Full Name:</th>
<th>ID#:</th>
<th>GPA (Attach Transcript): Available on Parents Access Program Website</th>
</tr>
</thead>
<tbody>
<tr>
<td>Email Address:</td>
<td></td>
<td>Mobile Phone #:</td>
</tr>
<tr>
<td>College:</td>
<td></td>
<td>Major/Specialization:</td>
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<tr>
<td>Marital Status:</td>
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</table>

<table>
<thead>
<tr>
<th>Job Title Applying For:</th>
<th>Hiring Unit/Department:</th>
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<tbody>
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</table>

<table>
<thead>
<tr>
<th>Working Period: From:</th>
<th>To:</th>
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</tbody>
</table>

Skills or strengths you can bring to the position:

How will this position advance your educational or professional goals?

How would you rate your English ability, both written & spoken?

How would you rate your computer skills? What kind of software programs do you use?

**Previous Work or Volunteer Experience: (attach CV)**

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<thead>
<tr>
<th>Company:</th>
<th>From:</th>
<th>To:</th>
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<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Duties/Responsibilities:</th>
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<table>
<thead>
<tr>
<th>Company:</th>
<th>From:</th>
<th>To:</th>
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<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Duties/Responsibilities:</th>
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<tbody>
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</table>

Indicate the hours when you are available to work: (attach class schedule)

<table>
<thead>
<tr>
<th>Sunday</th>
<th>From</th>
<th>To</th>
<th>Monday</th>
<th>From</th>
<th>To</th>
<th>Tuesday</th>
<th>From</th>
<th>To</th>
<th>Wednesday</th>
<th>From</th>
<th>To</th>
<th>Thursday</th>
<th>From</th>
<th>To</th>
</tr>
</thead>
</table>

I hereby certify that all statements in this application are true to the best of my knowledge and belief. I understand if offered a position, I may be required to submit proof of good academic standing (GPA=2.0) to the hiring unit.

Student’s Signature: __________________________ Date: __________________________

Supervisor’s Signature: __________________________ Date: __________________________

Please return this form to Hessa AlMuhairy, Student Careers Office E-wing Entrance, Office of Student Affairs, Hessa.MattarAlMuhairy@zu.ac.ae, Tel: 04-4021111, Dir Tel: 04-4021445 Fax: 04-4021011
Parent/Guardian Permission Form
On Campus Student Employment

| Job Title: |
| Hiring Unit: |
| Working Period: From: / / To: / / |

| Student’s Name: |
| Student’s ID # |
| Student’s Mobile Phone: |
| Parent/Guardian Name: |
| Parent/Guardian Mobile Phone: |
| Relationship to Student: |

Student’s work inside Zayed University provides her with the opportunity of work experience while studying and improving skills, as well as, gaining a wage per working hour which ranges between 18 Dhs – 39 Dhs per hour decided by the department supervisor. The student is only allowed to work during her breaks hours that are mentioned on her schedule. The minimum working hours are 5 hours per week and the maximum working hours are 10 hours per week.

I agree to have my daughter/wife work in the above listed Zayed University department.

Parent/ Guardian
Signature __________________________
Date __________________________

Please return this form to Hessa AlMuhairy, Student Careers Office E-wing Entrance, Office of Student Affairs, Hessa.MattarAlMuhairy@zu.ac.ae, Tel: 04-4021111, Dir Tel: 04-4021445 Fax: 04-4021011
On Campus Student Employment

Zayed University, Dubai Campus

Name: [ ]
ID #: [ ]

Telephone Number: [ ]

Department Name: [ ]

Position Title: [ ]
Level: [ ]
Hourly Rate: [ ]

One Month Period: From ___/___/___ To ___/___/___

<table>
<thead>
<tr>
<th>Day of Month</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
<th>8</th>
<th>9</th>
<th>10</th>
<th>11</th>
<th>12</th>
<th>13</th>
<th>14</th>
<th>15</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hours Worked</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Day of Month</th>
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<th>17</th>
<th>18</th>
<th>19</th>
<th>20</th>
<th>21</th>
<th>22</th>
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<th>25</th>
<th>26</th>
<th>27</th>
<th>28</th>
<th>29</th>
<th>30</th>
<th>31</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hours Worked</td>
<td></td>
<td></td>
<td></td>
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</tbody>
</table>

Note: Lunch breaks should not be included as hours worked.

This section needs to be filled out only by international students who are completing on campus obligation for Tuition Waiver & VP Waiver.

You are completing on campus obligation for (please circle one):
5 hours per week / 3 hours per week

Signed by Student Employee: ___________________________ Date: ___________________________

To be completed by Department Supervisor/Director/Unit Head/Dean

Department Name: ___________________________________________________________________

I confirm that the above student has worked the hours indicated above:

Signed: ___________________________ Name: ___________________________ Date: ___________________________

Dean/Director’s Signature: ___________________________ Date: ___________________________

To be completed by Student Careers Office

Student Employment Coordinator’s Signature: ___________________________ Date: ___________________________

To be completed by Student Affairs

For on campus Obligation only: OSS Endorsement: ___________________________ Date: ___________________________

To be completed by Financial Services

Business Center ___________________________ Voucher No. ___________________________

Program Code ___________________________ Accounting Code ___________________________

Signed: ___________________________ Supervisor, Financial Services

Date: ___________________________
1. STUDENT DETAILS

<table>
<thead>
<tr>
<th>Name</th>
<th>ID#</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
<td>Mobile #</td>
</tr>
<tr>
<td>Email</td>
<td></td>
</tr>
<tr>
<td>Year of Baccalaureate Program</td>
<td>1st</td>
</tr>
<tr>
<td>Major/Specialization</td>
<td></td>
</tr>
</tbody>
</table>

2. EMERGENCY CONTACT

| Name: | |
| Address: | Relationship: |
| Mobile #: | Home Tel #: |
| Office Tel #: | |

3. DEPARTMENT/JOB DETAILS

| Job Title: | Department: |
| Supervisor: | Working Period: From ___/___/___ To ___/___/___ |
| Working Hours/Day: | |
| Classification Level: | Pay Rate (Dhs./hour): |

Student’s Signature: ___________________________________________ Date : ________________

Unit Supervisor’s Signature: ___________________________________________ Date : ________________
Student Commitment Form
On Campus Student Employment

Zayed University, Dubai Campus

<table>
<thead>
<tr>
<th>Student Name:</th>
<th>Hiring Unit:</th>
</tr>
</thead>
<tbody>
<tr>
<td>ID#:</td>
<td>Supervisor Name:</td>
</tr>
<tr>
<td>Student’s Job Title:</td>
<td></td>
</tr>
</tbody>
</table>

Student’s Agreement:

- I will commit to this position for the full work experience period.
- I will notify my employer if I am unable to attend the workplace.
- My behavior will be in keeping with the accepted standards of my student employment.
- I will perform my duties to the best of my ability and comply with all reasonable directions given by the supervisor.
- I will promptly tell my supervisor of any personal injury or damage to property which may involve me.
- I will attend on time and complete my working hours as agreed with my supervisor.
- I will keep the information of the department confidential.
- I understand that I am employed by ZU on a term by term basis.

I have read and understood both student’s and supervisor’s agreement

Student’s Signature: ___________________________________________ Date: ___________________
Student Orientation Checklist
On Campus Student Employment

Zayed University, Dubai Campus

- Job description
- College/Department overview
- Staff student will be working with
- Specific responsibilities in detail
- Safety Issues
- Student Employee expectations
- Term by term employment
- Employment vs. scholastic success
- Timelines
- Flexibility
- Professionalism
- Communication
- Confidentiality
- Time Sheets & Payday
- Student Performance Evaluations
- Salary Increases
- Promotion
Name of Student: _____________________________________________________________________________

Student ID#: ______________ Date: _________________ Department:_________________________________

Evaluation Period: From ___/___/___ To ___/___/ ____ Student’s Job Title: __________________________

Position Level: __________________________________ Current Wage/Hour: __________________________

INSTRUCTIONS
Circle the appropriate number for each item listed below, using the following rating scale:


* Any rating of 4 or 5 must be explained

WORK HABITS (Organization of work; punctuality; attendance) 1 2 3 4 5

ATTITUDE (Enthusiasm for work; conforms to job requirements; accepts constructive feedback) 1 2 3 4 5

QUALITY OF WORK (Accuracy; precision; care of equipment) 1 2 3 4 5

PEOPLE SKILLS (Works well with others; dealing effectively with the public) 1 2 3 4 5

INITIATIVE (Self-reliance; resourcefulness; willingness to accept and carry out responsibilities) 1 2 3 4 5

DEPENDABILITY (Can be relied upon to do the job; meets deadlines without close supervision) 1 2 3 4 5

ADDITIONAL COMMENTS:

RECOMMENDATION FOR WAGE INCREASE? □ NEW WAGE Dhs/hour___________

Supervisor’s Signature__________________________ Date _______________________________________

Department Head Signature ____________________ Date ____________________________

This report has been explained to me and I understand the contents. I also understand that my signature does not necessarily indicate my agreement with the above report. I authorize release of this information to future employers for reference purposes.

Student’s Signature ______________________________________ Date ____________________________
Objective

I am looking for a position in the Enrollment Office to gain professional experience and develop my communication and teamwork skills.

Education

2009-present
Bachelor of Science in Communication, Specialized in Public Relations, Zayed University, Dubai (Dean’s List, 3.5/4.0 GPA)

2008 - 2009
Certification in Art section, Al-Etihad Secondary School

Professional Skills

IT Skills
MS office (MS Word, MS Excel, MS power Point, Outlook) and Internet

Interpersonal Skills
Excellent communication skills and team work, self motivated, organized and helping others to improve themselves

Extra-Curricular Activities

Mar 2011
Participated in ZU Carnival by opining my own booth (Selling Cup-cake & sweets)

Sep 2009
Joined as a member in Education Club in Zayed University

Work Experience

Nov 2011 - Jan 2012
Part-time employee, Government Relations Assistant, Hamptons International, Dubai

June 2011 – Jul 2011
Summer Trainee, Events Organizer, Index Holding, Dubai

Languages
Bilingual – Arabic & English

References

Dr. Renee Everett, Assistant Dean, College of Communication, Zayed University, Dubai, Phone: +9714 402 1122, Email: Renee.Everett@zu.ac.ae

Mr. Hussain AlAmiri, Assistant Manager, Government Relations, Hamptons International, Dubai, phone: +971 4 362 7089, Email: hussaina@hamptons.ae
Date: 09/June/2011

Dear Sir/Madam,

I knew Alia Alyasi as an active student and has a strong passion to show her talents through her participations in the university events, that was obvious when she participated in the Careers Spotlight Event (Careers Fair) in the Talents Zone, this is the zone that I was responsible for to give our students the chance to showcase their unique talents to other students.

Since Alia’s hobby was to take photos especially that are related to our culture and traditional things, she found that this is a convenient time and place to display such photos.

I was so impressed and proud of Alia as she played a role model in this area among other volunteers, she really did a fantastic job by distributing a brief profile about herself and her talent and she chose to present it on a camera picture which I still keep in my drawer as I got very inspired by her creativity and intelligence to get other people know her as ambitious young photographer. She also got recognized by capturing a picture for her and her photos and posting it on Zayed University Website.

My personal experience with Alia gave me a feeling that she will have a bright future and she won’t find it enough to depend on her talents, but she will work very hard to develop them and will always look for new horizons..

Hessa AlMuhairy
Student Careers Office
E-mail: Hessa.MattarAlMuhairy@zu.ac.ae
Tel: 04 4021445