Department of Tropical Medicine  
Student Worker Hiring Procedure

1. Student positions must be approved by the Program Manager (PM). Approval will be based on type and need for position. Position must be approved at least three weeks prior to start date of position being offered.

2. PM will meet with Department Administrator for funding approval. If funding is not available through the department the faculty member must provide or identify an alternate source of funding.

3. Once departmental approval is received, the faculty member may then offer the student the position. The position cannot be offered to the student without prior approval from the Department.

4. At least two weeks prior to beginning the position, the student must meet with the PM in order to complete all hiring paperwork. The student cannot under any circumstances begin work until all paperwork is completed and approved by the PM, Department Administrator and the Office of the Dean.

5. The Department will only approve and provide assistance for positions directly related to the Department, undergraduate courses and those courses taught in other departments must be handled by that department’s administrator.

6. A student will be automatically terminated on the last day of the semester.

Department Graduate Assistant Procedures

1. All requests for the department’s graduate students must be sent to the PM. Graduate students should not be emailed directly. Please note that if you email a student a task, they will not be able to begin or complete the assignment unless the PM has approved.

2. In the event that the PM is out of the office, requests should be sent to the Department Administrator.

3. The graduate assistants are only allowed to assist with Department tasks. All other assignments will be approved on a case by case basis. Graduate students cannot work on non-department projects.

APPROVED 27 March 2015