

New Policy for Student Part Time Jobs

Al Yamamah University encourages students to take advantage of opportunities for part time employment on campus which will enhance their work experience and communications skills. The YU Career Centers will manage the process of placing male and female student candidates in positions according to departmental needs.

Only the following positions will be offered to students:

1. Public Relations Officer
2. Computer Lab Assistant
3. Data Entry Assistant
4. Student Activity Coordinator
5. Library Assistant
6. Tutoring Assistant

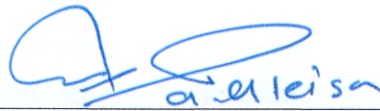
Students who meet the following criteria are eligible for assignment:

1. Sophomore level or above.
2. Minimum 2.00 GPA in his/her last semester.
3. No DN in the current or previous semester.
4. Registered full-time for the current semester.
5. Positive evaluation of the student's application by the relevant departmental director, and a successful interview.

Student work will be subject to the following conditions:

1. No more than two hours a day with a maximum of 40 working hours per month.
2. Compensated at a rate of SR 25 per hour, paid on a monthly basis.
3. Directors will maintain a record of student attendance and submit a work completion form every month to HR & Finance Department
4. A work evaluation form will be submitted by the departmental director every month to the Career Center.

APPROVED: _____



Effective Date: _____

January 10, 2009

Students working on
Campus

Procedures

Student applying
to Student Affairs

- Students complete the application filling in all the information, their ID's and the desired division.

Student Affairs

- Student Affairs receive applications and consult students for work duties and regulations
- Review student's status, records and applications.
- Confirm information and endorse applications for approval.

Student Affairs

- Student Affairs will refer all nominated students to the right department or his/her desired department

Divisions

- Division Heads interview candidates or delegate authorities for interviewing.
- Approvals are obtained from Division Heads only.
- All duties and tasks must be clear to students and they must be supervised closely on tasks.
- Prepare all attendance sheets endorsed by students and the students' Supervisors.

Dear Director of Students Affairs,

I would like to apply for available job in Al Yamamah University, and I am interested in working at:

- _____ Department Unit _____
- _____ Department Unit _____
- _____ Department Unit _____

Name of Student: _____

Student #: _____

Nationality: _____

Gender: _____

GPA: _____

Student Affairs Director Approval

Name: _____

Signature: _____

Date: _____

Days	From	Free Time	To
Saturday			
Sunday			
Monday			
Tuesday			
Wednesday			

Dear Director of Students Affairs,

We approved the eligibility of Mr. _____ for working in Al Yamamah University in your department.

Time: _____ per day

Payment per hour: _____ SR

Joining date: _____ Finish date: _____

Director of the Department/Unit

Name: _____

Signature: _____

Date: _____

Dear Human Resources,

We have hired Mr./Ms. _____ as a part time job student in our department with the payment stated above. We are going to provide the HR with an attendance sheet form on a monthly basis. Kindly acknowledge reception of the form.

Director of the Department/Unit

Name: _____

Signature: _____

Date: _____

HR & Finance

Name: _____

Signature: _____

Date: _____