

IMPORTANT ITEMS:

- All student part-time jobs must be posted through the Office of Career Success. Please contact Career Success at Ext. 5862 or log onto the website below and follow the instructions to post a position: <https://www.uttyler.edu/career-success/student-employment/departments/>
- As per HOP, 4.15.2, Criminal Background Check, UT Tyler will obtain criminal background checks on applicants for employment who are under final consideration. Students being considered for a part-time job **may not** begin work until the HR Office has conducted a criminal background check.
- Student does not need to be enrolled during the summer to maintain student employment status as long as they are pre-registered for the following fall term.

In **Section 1** are the regulations for in-state, part-time student positions (those not needing an out-of-state tuition waiver because they are already paying tuition at in-state rates). For students who are appointed as Research Assistants or Teaching Assistants (Instructors of record), please see the regulations in Section 2.

Student Job Codes, general description of duties, and pay rates' spreadsheet can be found at <http://www.uttyler.edu/human-resources/prospective-employees/part-time.php>.

Section 1:**10065 - Undergrad Assistants****10066 - Undergrad Research Assistants****10067 - Graduate Assistants**

- These Job Codes are paid from wages accounts (xx-xxxx-xx20) on an hourly basis not to exceed an average of 19.5 hours per week per semester.
- The appointment beginning date should be the actual first day worked. However, the student **may not** begin work unless he/she has successfully completed a criminal background check. Do not use a holiday or weekend date as a beginning date of employment, unless approved by Human Resources.
- The hourly rate must fall within the minimum/maximum ranges shown above.
- The ending date should be no later than the last day of the semester or the last physical day worked.
- Student must be enrolled at least half-time during the fall and spring semesters. A student may be exempted from the enrollment requirement if the student is in the final semester of study (i.e., semester of graduation) and demonstrates completion of graduation requirements.

10076 - Workstudy Student Employees

- The maximum number of hours per week for a workstudy appointment is 19.5.
- Workstudy student employees are paid hourly from wages accounts (xx-xxxx-xx20).
- The appointment beginning date should be the actual first day worked. However, the student **may not** begin work unless he/she has successfully completed a criminal background check. Do not use a holiday or weekend date as a beginning date of employment, unless approved by Human Resources.
- The hourly rate must fall within the min/max ranges shown under the link above.
- The ending date should be no later than the last day of the semester or the last physical day worked.

All workstudy student employees must be awarded Workstudy and have a Workstudy Agreement on file each semester with the Office of Financial Aid before appointments will be approved. If you have any questions about workstudy funding, please contact the Office of Financial Aid.

10064 - Graduate Research Assistant

10069 - Graduate Teaching Assistant

10070 - Doctoral Research Associate

10071 - Doctoral Teaching Associate – Instructor of Record

10072 - Doctoral Teaching Assistant

10073 - Graduate Teaching Assistant – Instructor of Record

- Must be paid monthly.
- Typically, the maximum number of hours per week is 19.5. However, they may be appointed for 20 hours per week to meet in-state tuition eligibility (information below).

Section 2:

In order to offer in-state tuition to students from **out-of-state** (including international students), the Texas Education Code 54.212 eligibility states:

- The teaching or research assistant must be employed at least half time (20 hours per week) by a public institution of higher education in Texas in a position related to his/her degree program.

The out-of-state tuition waiver is available for:

10064 – Graduate Research Assistant

10069 – Graduate Teaching Assistant

10070 – Doctoral Research Associate

10071 – Doctoral Teaching Associate – Instructor of Record

10072 – Doctoral Teaching Assistant

10073 – Graduate Teaching Assistant – Instructor of Record

For questions, please contact the Office of Human Resources at
humanresources@uttyler.edu or 903-566-7234.