

STUDENT RESPONSIBILITIES

(listed in the Student Employee Handbook)

Each student employee is an important and valuable asset to the successful operation of Cabrillo College. We want you to enjoy the association and expect that you will put forth your very best effort. The following information is general in nature. Your supervisor will tell you what is expected of you for your specific job assignment.

1. The people in the office where you are assigned are depending on your help. Continued tardiness or failure to notify your office whenever you cannot report for work can be sufficient grounds for termination of your employment.
2. You are expected to work the hours assigned and to indicate the number of hours worked on your time card each working day, before you leave. Any departure from this procedure must be approved by your supervisor.
3. Avoid making appointments that will conflict with your working hours. If you cannot avoid doing so, please notify your supervisor as far in advance as possible.
4. When answering the telephone, identify the office in which you work. Your supervisor may also wish for you to state your name (for example: " Admissions and Records, John Doe speaking").
5. Information regarding individual students or staff members that you may come in contact with during the course of your work is considered to be confidential and may not be released without your supervisors specific approval.
6. Your friends should not visit you during working hours. Personal phone calls are highly discouraged and may be made only with your supervisor's specific permission.
7. Ask questions whenever you do not understand the instructions given to you; make sure you understand what is expected of you.
8. Keep your time card up to date, somewhere at your work site where your supervisor has access to it, and submit it to your supervisor prior to the payroll closing date (usually the 20th of the month). If you are working at an off-campus site, you are responsible for getting your time card to your supervisor.
9. Keep track of the total number of hours you have worked. Work- study students cannot work beyond the total amount of their award. You may be the only one who knows from one month to the next exactly how many hours you have worked.
10. Work-study students need to notify the Financial Aid Office if your enrollment status changes, or you drop or add units. FAST TRACK students must notify the FAST TRACK office. Both FWS and FAST TRACK students must maintain satisfactory academic progress.
11. If you are a student employee, you must maintain enrollment in 6 or more units, or check with the Student Employment office for reduced enrollment requirements if you are working during the summer or winter break.