**2021-2022 PERKINS**

**Request to Hire Mt. SAC Student Assistant Form**

Person requesting: name, signature, and date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Program name:

Dean/Associate Dean: name, signature, and date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Directions:**

1. Complete one Request to Hire form per student
2. Attach the student’s schedule:
	1. Students must be enrolled in a minimum of 6 units for either Fall or Spring, and a minimum of 2 units for either Winter or Summer.
	2. Students enrolled in minimum units for Fall may be hired through the end of Winter;
	3. Students enrolled in minimum units for Spring may be hired through the end of Summer
3. Scan and mail the Request to Hire form and Schedule to Laurie Maas in the Perkins Office to lmaas@mtsac.edu
4. **Please note that the start date for the student will be emailed to you by Laurie once she receives all required paperwork and submits the student’s hire packet to Human Resources. Do NOT start working the employee until you receive this email.**

**Notes:**

1. **Description of services to be performed below**: The work your students do MUST involve direct contact with other students as a tutor, lab assistant, or student ambassador. Perkins funds cannot be used for clerical work, cleaning, running errands, doing a project on their own for the program, or other work alone that should be done by classified staff.
2. **Perkins cannot fund work that classified staff would do**. If programs are found in violation, these hours will be charged to another account through your department or division.
3. **If you have Department or Division funds in addition to your Perkins funds and multiple student assistants** **both of the funding sources must be used AT THE SAME TIME**. Individual employees need to be paid from either the Department/Division funds or Perkins funds for the entire year. We can no longer pay an individual employee from both budget numbers in a single year. Please consult with Carole or Dejah for additional guidance.
4. **Programs that don’t abide by the Perkins Federal Grant requirements** as well as college polices related to hiring and timesheets/time and effort forms will not be eligible for student tutor/personnel funding in the next Perkins funding cycle.
5. **Laurie Maas is the Perkins staff member who handles all our personnel processes**. Her hours are 8:00-1:00 Mon-Wed and 8:00-12:00 Thurs.  *Please provide a contact email for the employee you are requesting to hire. Laurie will email the paperwork to the employee*
6. **Timesheets and Time & Effort Forms**: Laurie will email each program the appropriate Time & Effort forms for each student who is hired. She will also email a copy of the current timesheet. This is the only timesheet student should use. If you have any timesheets that do not show Laurie Maas as the contact, throw them away. Old timesheets that are submitted will be sent back to be resubmitted on the correct form.

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| --- | --- | --- | --- | --- | --- | --- |
| **Name** | **Supervisor** | **Position Title** | **Hourly Rate** | **Hours/Weeks****(max = 19/wk)** | **Requested Start Date** | **End Date** |
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| **Description of services to be performed:** |

**Classifications, Responsibilities and Pay Rates**

Student Assistant I Hourly Rate: $14.00

Provides very basic support working under direct supervision. Performs manual and/or clerical tasks that require no specialized knowledge, skills, experience, or training. May require minimal computer literacy.

Student Assistant II Hourly Rate: $14.25

Some specialized knowledge, skills, experience, or training is required in order to perform duties adequately. Performs general and specialized tasks under direct supervision. May require prior experience or proficiency with some computer software

Student Assistant III Hourly Rate: $14.50

Some level of specialized knowledge, skills, experience, or training is required. Performs general or specialized tasks using some independent judgment and less supervision. May require prior experience or proficiency with some computer software.

Student Assistant IV Hourly Rate: $14.75

Requires the use of specialized knowledge, skills, experience or training to perform mainly specialized tasks. Works with minimal supervision. Requires prior experience or proficiency with computer software.

Student Assistant V Hourly Rate: $15.00

Performs technically difficult work requiring the use of specialized knowledge and skills. This student is able to work independently with minimum supervision. Must be able to direct the work of other student workers when needed. Should be highly proficient concerning the software used to perform daily responsibilities.