



Baylor University
HUMAN RESOURCES

Supervisor Responsibilities for Student Employees

Baylor University expects supervisors of students to adhere to these responsibilities, including complying with University policy, and federal and state regulations that govern student employment. Supervisors should set clear expectations that are provided to the student upon hire and reinforced throughout the employment of the student employee. Student employment should be a development opportunity for students to develop professionalism and gain real world experience. The following are the responsibilities of the supervisor to ensure a productive and compliant working relationship.

Managing Ethically and Ensuring Compliance

- Ensure, as the supervisor, you fully understand [student employment compliance](#); including but not limited to:
 - Student Employment Policy BU-PP 121, and federal and state regulations.
 - Student work and compensation eligibility, along with the approval process.
 - Completion of new hire paperwork, such as Form I-9 (Sections I & II) and Form W-4.
 - Recording and submitting timecard for all hours worked, regardless of the amount of hours. Policy states a student is NOT to work over 20 hours per week; however, if this occurs those hours must be recorded and paid.
 - Rules governing working when class is scheduled.
 - Review confidentiality procedures and FERPA policy with the student.
 - Students may not volunteer to perform services similar to those for which they are routinely and regularly employed.
 - Provide a job description to the student and Office of Student Employment before the student performs any training or work.
- Inform the student how they may report concerns within your office, Title IX, and the Office of Student Employment.
- Monitor the student Federal Work Study award and department funding sources to ensure students do not encounter a funding deficit.
- Treat students the same as all employees as defended by applicable Federal, state, and University regulations.

Confidentiality

- Do not share any sensitive data or confidential information pertaining to the students.
- As a supervisor you should be familiar with and follow FERPA policy.

Clear Communication and Modeling

- Ensure lines of communication are open, clear, and constructive.
- Explain expectations and job functions before offering the job to the student.
- Orient the student to their role within the office upon hire, including a review of the expectations and job functions.
- Outline process and procedures clearly for the students.

Accountability

- Provide the necessary training for the student to perform the functions of the job.
- Review the student's performance to ensure they are performing the functions of the job.
- Explain the standards of behavior expected of the student.
- Ensure adequate supervision of the student's work.
- Addressing problems as they arise, and do not let the issue build.
- Set manageable goals and responsibilities for students.

Mentoring and Coaching

- Set a good example by being a role model and mentor to the student.
- Provide regular and ongoing feedback to the student.
- Challenge students to effectively accomplish work and provide real world experiences
- Celebrate achievements with your student.
- Utilize students' strengths for the benefit of the University, and to develop student skill sets.
- Guide the students in accomplishing their work goals and objectives.