



AP 7123 Student Workers

References:

No Oregon statutory requirement.

Students may work for Treasure Valley Community College (TVCC.) Students hired who are not part of a program listed below shall go through the regular hiring process. No student shall be hired for a position that has access to personnel data.

Ambassadors/Peer Mentors/Associated Student Government/Resident Assistants

The Student Services Department is responsible for establishing qualifications and managing the hiring process for Ambassadors and Peer Mentors. Peer Mentors serve as role models and mentors for all students, with a focus on supporting continuing student success and retention. Ambassadors play a crucial role in recruitment events and answering questions from prospective students. The Associated Student Government serves as the official voice of the student body, advocating for student interests and enhancing campus life. Resident Assistants foster a safe, supportive and fun living environment while serving as mentors, resources, and leaders in the residence halls.

Athletic Work Grant Students

The Athletic Department is responsible for establishing qualifications and managing the hiring process for work grant students. Work grant students shall be eligible student athletes and will serve various roles in the athletic department, such as set up/clean up for athletic contests, concession stands, ticket sales, and field work.

On-Campus Student Interns

TVCC may budget for funds used to promote student retention by offering employment to students (budget line 1508). Students hired should have interest in the field in which they are applying by having a declared major or field of study related to the position for which they have applied. Full time and part time students are eligible and may work as a student intern during any term, including summer.

Procedure:

Step One:

Create a job description with the assistance of Human Resources. The job description shall include a detailed list of job duties and expectations. The job description shall not require a degree; however, it may require the completion of certain classes or require certain areas of study. Each job description shall contain



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an equal employment opportunity (EEO) policy statement. The position must be approved by the Administrative Team using the “Job Approval” form. The Career Advisor will create and maintain a webpage for student-only positions. The position will be posted in this location on the TVCC website. Students may submit an application, resume or both. Resumes and/or applications shall be sent to the Human Resources office and shall be maintained by the Human Resources office.

Step Two:

Create a set of interview questions with the assistance of Human Resources. Human Resources has a bank of questions that may be used.

Step Three:

The department hiring shall select no less than two people as interviewers. The department shall then schedule interviews with all qualified candidates. The questions asked during the interview shall be from the approved set. The department may request assistance from Human Resources during or after the interview process. A scoring system shall be used during the interview process.

Step Four:

The employer shall select a candidate. The employer shall not discriminate based on race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws. A veteran’s preference shall be identified and applied, if applicable. The employer shall not inquire into an applicant’s actual or perceived disability.

Step Five:

The selected candidate’s name shall be provided to Human Resources and Human Resources shall contact both the successful and unsuccessful candidates. No person shall begin employment prior to completing the necessary onboarding paperwork at Human Resources. No student shall be offered more than minimum wage per hour and students shall be limited to ten (10) hours per week for 30 weeks.

HR will keep track of how many positions are hired in this fund and the business office shall track the remaining budget.

Approved: April 21, 2026