Juniata Associates Program

Juniata College is funding Juniata Associate (JA) student employee positions in the next fiscal year. This program recognizes and rewards top performers.   It will also generate resume building experiences for students.

Human Resources will solicit and collect requests for JA positions. Positions will be approved by the immediate supervisor of the requesting group or Department Chair and the area Vice President/SLT member.

The requirements are as follows:

- Students who have attained <u>senior</u> standing and who act in supervisory roles <u>within departments in which they have been employed for at least two years</u> or
- Senior standing students who are in <u>skilled roles in which they have had significant academic and/or experiential preparation</u>.
- Junior students will be considered for participation on a very limited basis at the discretion of the Program Coordinator.
- JAs who graduate in December and continue one of Juniata's graduate programs may continue in the JA role through the Spring.
- Students may only hold *one* Juniata Associate position per each academic year.

The specific guidelines for the Juniata Associate program are:

- The JA can work a *maximum of 10 hours weekly* at the $10.00 per hour wage rate. The hours can be averaged out over the two-week pay period. Students should not work more than 17.5 hours in any given week at Juniata College.

- Supervisors will be required to conduct a pre-assessment at the beginning of the year, as well as a performance evaluation of the JA near the end of the program year. **Completion of the performance evaluations will be factored into whether or not the department continues to be awarded a Juniata Associate position in the following year.**

- If a student is struggling to perform in the JA position, please notify Human Resources as soon as the issue is identified.

- If a student resigns or needs to be relieved of the JA position, the department may be eligible to hire a replacement. Human Resources will work with the supervisor to make that determination.