

# 3.5 Hiring Undergraduate Students

---

---

## Procedure

Undergraduate students (i.e., those that are fully admitted into a undergraduate degree program at CSM) are eligible for employment to assist in office, teaching or research environments. To receive and maintain an undergraduate employment appointment, candidates must meet the following criteria:

1. Appointees must be making satisfactory progress toward degree completion as defined in the Undergraduate Bulletin and have an overall GPA of no less than 2.0.
2. During the regular academic year, appointees must be enrolled.
3. During the summer term, appointees do not need to be enrolled.
4. Appointees must meet all eligibility requirements for employment in the United States and the State of Colorado.

Students may concurrently hold multiple employment appointments across campus. However, as student employees are expected to continue to devote an appropriate amount of time and energy to completing their degree requirements and additionally their work assignments, Academic Affairs limits the total hourly time commitment from all on-campus employment sources, including formal work study, to no more than 20 hours per week during the academic year. During the summer terms, students who are not enrolled in course work may be employed with hourly commitments of up to 40 hours per week.

The Implementation Agreement form for hiring undergraduate students is available at: [https://www.mines.edu/human-resources/forms/?CMSPAGE=HR\\_Forms](https://www.mines.edu/human-resources/forms/?CMSPAGE=HR_Forms)

Once completed these agreement forms should be emailed to [student.contracts@mines.edu](mailto:student.contracts@mines.edu).

### Last Revision:

December 18, 2019