

## School of Management – Student Employment Guidelines

Instructional support eligibility will be determined using the following definitions and enrollment requirements:

- Graduate courses
  - Minimum class size of 45 students
- Online courses (7-week format)
  - Minimum of 30 students
- UG courses
  - Minimum enrollment of 60 students
  - Large lecture courses with enrollment of 300+
    - Full-time TAs (20 working hours per week) will be provided for the large lecture UG course recitations and be assigned to 4-6 sections (minimum recitation size of 35)
- Seated MBA courses
  - First: PhD student assigned (5-7 hours per week)
  - Second (if needed): SA for a maximum of 10 hours per week

### General Information

- Large lecture UG classes will be allocated teaching assistants (TAs) to support recitations
- All PhD students must have time allocated before moving forward with TAs
- All other work for grad and UG level courses (grading, proctoring, administrative, office hours, etc.) will be appointed as student assistants (paid hourly)
- Administrative offices using students to fill support gaps will be appointed as student assistants which are paid on an hourly basis
- Student assistants for administrative departments and undergraduate courses will be paid at a rate of \$17 per hour
- Student assistants for graduate level courses will be paid at a rate of \$20 per hour
- Note: Student assistants will be required to submit timesheets and the supervisor must login to approve
- Requests for student appointment should be submitted using this link: [student hiring request](#)