



# **Student Work Program Handbook (Assistantship)**

**2025**

## Definition & Purpose

Student work plays an essential role in the daily operations of faculties, departments, centers, institutes, and offices at the Arts, Sciences, and Technology University in Lebanon. The mission of the student work program is to provide students—especially those with financial need—with on-campus employment opportunities. These jobs enable students to earn income that can be deducted from their tuition fees while also fostering professional and personal development skills.

The student work program is implemented by the Student Affairs Department under the supervision of the Director of Student Affairs, ensuring that student work aligns with university policies. This Student Work Guide outlines all relevant procedures for students, including applications, placements, working hours, compensation, rights and responsibilities.

---

## Student Work Program

The student work program offers diverse job opportunities tailored to the needs of various faculties, departments, and offices within AUL. All students applying for the program must complete the required Student Work Program Application Form (Appendix A). These positions are significant, providing operational support to the university while allowing students to gain practical experience.

### Why Apply for the Student Work Program?

The student work program supports students financially and helps them achieve academic and professional goals. Participation in the program offers the following benefits:

- **Financial Support:** Earn income that directly reduces tuition costs and pocket money.
  - **Skill Development:** Acquire valuable skills that enhance academic performance and enrich students CVs, with supervisors serving as professional references.
  - **Interpersonal Growth:** Build confidence and improve communication skills by engaging with faculty, staff, and peers.
  - **University Involvement:** Develop a stronger sense of belonging and gain a deeper understanding of university resources.
-

## Eligibility Criteria

Priority is given to students with significant financial need. The student work program is offered on a semester basis (fall, spring, and summer). To qualify, students must meet the following criteria:

- Be registered as an undergraduate student pursuing a BS, BA, BBA, BE, Teaching Diploma (TD). Graduate students in a master's program (MS or MBA) are eligible too.
  - Have completed at least one semester at AUL, including transfer students.
  - Be registered as a full-time student (minimum of 12 credits in fall/spring or 6 credits in summer), with exceptions for graduating students who require fewer credits.
  - Maintain good academic standing, with no academic or disciplinary probation, no "Major less Status," and have a cumulative GPA above 2.8
  - Submit a completed Student Work Application during the pre-registration period for each semester.
- 

## How to Apply?

Students must submit an application at the Student Affairs Department during the pre-registration period and follow up in the first week of the semester for results.

Key reminders:

- Priority is given to those with financial need and no full sponsorship.
- Student work hours are capped at:
  - **40 hours per week** for fall and spring semesters.
  - **24 hours per week** for the summer semester.

Work hours on holidays or during university closures are excluded from the total. Supervisors will allocate hours based on availability and operational requirements.

**The Director of Student Affairs should notify the HR department via email of every student assigned as a university assistant, including the start date.**

---

## Application Process

Applications for the Student Work Program at AUL must be submitted per semester during the pre-registration period. The Student Affairs Department will announce application deadlines through bulletin boards and official AUL email reminders. Students, including those currently employed under the program, are required to apply within the specified timeframe. It is important to note that students who are currently accepted to the program are not guaranteed a continuation for the following semester unless formally approved by the Student Affairs Department. Applications submitted after the deadline will be placed on a waiting list.

Students planning to register during the late-registration period must also submit their applications during pre-registration, not during late registration.

A standard application form (Appendix A) requires students to provide the following information:

- **Personal and Academic Details:** Semester, academic year, full name, student ID, campus, faculty, department, class, AUL email, and phone number.
- **Work Preferences:** Students should specify preferred work locations (e.g., specific office, department, laboratory) and any skills or techniques acquired through coursework or previous jobs that align with the position. Multiple preferences can be listed, and additional preferences can be added under "Others" if not included in the form.
- **Language and Computer Skills:** Proficiency in reading, writing, and typing in English and Arabic, along with computer literacy and relevant technical skills.
- **Additional Remarks:** Include any other relevant experience, skills, or knowledge not captured elsewhere on the form.
- **Signature and Submission Date:** The application must be signed by the student and include the date of submission.

Incomplete applications or those missing critical information will not be evaluated. Students are advised to review this guide thoroughly and provide all required details to ensure a fair chance for all applicants, particularly those with financial need.

---

## Selection Criteria

The selection process for the student work program is managed by the Student Affairs Department. The following steps are taken to evaluate and prioritize applicants:

1. **Application Review:** The Student Affairs Department ensures all applications are complete. Incomplete or illegible applications are not considered.

2. **Eligibility Confirmation:** Student work assignments are finalized after the drop-and-add period to account for changes in credit hours and academic status.
3. **Financial Need Assessment:** The Director of Student Affairs collaborates with the Scholarship Committee to identify students with significant financial need and prioritize their applications.
4. **Student Notification:** Eligible students receive an acceptance letter, while those who are not eligible or whose applications are pending are informed of the reasons for their status.

Students are encouraged to contact the Student Affairs Department for additional guidance and updates on their application status.

---

## **Allocation of Student Work Hours**

Student work hours at AUL are capped at 40 hours per week during the fall and spring semesters and 24 hours per week during the summer semester.

Students are not permitted to work during university holidays or closures and are not expected to make up for unfulfilled hours in a given week. Additionally, all work must be completed on-campus under supervision, as one of the primary objectives of the program is to provide a structured work experience that fosters learning and guidance.

If additional work hours are required, department heads must ensure the request aligns with their budget. Supervisors may submit requests to the Student Affairs Department for extra student workers if needed.

---

## **Commitment Agreement**

To ensure clarity regarding responsibilities and expectations, first-time participants in the Student Work Program must sign a commitment agreement at the Student Affairs Department (Appendix B). A copy of the signed agreement is retained in the student's file, with another copy provided to the student.

---

## **Request for Reference Letters**

Students may request reference or recommendation letters for future employment. Requests must be submitted to the Student Affairs Department allowing at least 48 hours for processing. The Director of Student Affairs will consult the student's direct supervisor to assess work performance before issuing the letter.

---

## **Duties & Responsibilities**

The student must perform the duties outlined in the letter of appointment as follows:

1. Ensures that all stationary and necessary supplies are prepared for meetings and related activities.
  2. Maintains office supply inventory, requesting replenishment as necessary.
  3. Manages schedules and organizes files.
  4. Stores documents and databases.
  5. Performs other duties pertinent to this job requested by the dean/direct supervisor.
  6. Maintains professionalism in all interactions with faculty, staff, and students.
  8. Adheres to university policies on confidentiality, academic integrity, and workplace conduct.
  9. Guarantees timely degree completion, balance between assistantship responsibilities and academic obligations.
  10. Records attendance by punching in and out at the start and end of work hours.
- 

## **Supervision & Evaluation**

- Each student will be supervised by a designated faculty or staff member.
  - Supervisors are required to give feedback, training as needed, and clear expectations.
  - Formal evaluations by the direct supervisor will occur at the end of each semester and will be submitted to the Director of Student Affairs with comments from the Dean of the faculty when the assistant is assigned to a faculty.
- 

## **Tips for Success in the Student Work Program**

The program is integral to the university's daily operations, and students are encouraged to approach their roles with dedication. Given the competitive nature of placements, the following tips can enhance a student's success:

1. Familiarize yourself with all guidelines and deadlines related to the program.
2. Maintain a professional appearance and conduct.
3. Communicate respectfully with supervisors, peers, and other students.
4. Adhere to assigned responsibilities and complete tasks accurately and promptly.
5. Collaborate with your supervisor to create and follow a work schedule.
6. Minimize absenteeism and inform your supervisor of any necessary absences in advance.
7. Provide documentation when required, especially for academic reasons.

8. View on-campus work as a valuable opportunity to build references for future career pursuits. Failure to meet job expectations may result in termination and ineligibility for recommendation letters.
9. Review specific job requirements before accepting a position to ensure compatibility.
10. Avoid resignation or dismissal mid-semester.
11. Respect office property and maintain confidentiality.
12. Resolve conflicts promptly and professionally, involving supervisors when necessary.

By following these guidelines, students can make the most of their on-campus assistantship experience while contributing effectively to the university's operations.

---

## **Academic Standing & Termination**

A student's assistantship may be terminated:

- If the GPA drops below 2.8.
  - Inadequate performance on the job.
  - Misconduct or breaking policies of the university.
  - Loss of eligibility, such as dropping out of courses.
- 

## **Leave & Absences**

- A Student's assistantship must adhere to the academic calendar and work schedule agreed upon with the supervisor.
  - Absences due to illness or emergencies must be communicated promptly.
  - Permission from the supervisor is required for prolonged absences.
-

**APPENDIX A**  
**Student Work Program Application**





## Graduate/Undergraduate Assistantship Application

*Academic Year 20 / 20*



(Mr.)(Miss)(Mrs.)	First Name	Middle Name	Family Name
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Date of Birth	Place of Birth	Kaid Place	Kaid Number
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Permanent Address		Street Address	Building Name
<input type="text"/>		<input type="text"/>	<input type="text"/>
Email Address		Home Phone	Mobile Phone
<input type="text"/>		<input type="text"/>	<input type="text"/>
Bachelor Major	GPA	Fin Credits	Rem Credits
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
I.D Number			
<input type="text"/>		<input type="text"/>	
How did you know about the program?		Recommended by	
<input type="text"/>		<input type="text"/>	

**For Office use only**

Interviewed on  by

☐ Approved ☐ Rejected

Department  Starting

Notified on  at

☐ Department ☐ Business office ☐ IT ☐ Student

Shift to  Date  Approved by

Suspension from program on  Reason

Notified on  at

☐ Department ☐ Business office ☐ IT ☐ Student

Special information:

**Academic Background**

<i>Institution Name</i>	<i>Address</i>	<i>Academic Dates</i>	<i>Degree &amp; Dates</i>

**Professional Experience**

<i>Company Name</i>	<i>Address</i>	<i>Position &amp; Dates</i>	<i>Salary</i>

1. Have you submitted an application for undergraduate or graduate assistant before? If yes, date:

2. Have you applied for financial support based on need through financial aid office?

3. Special Skills:

4. Hobbies:

5. List of references (3 instructors or professors familiar with your academic qualifications...):

6. Make a brief statement about your professional career:

*Signature:*

*Date:*

## APPENDIX B

### Student Work Commitment Agreement

I, \_\_\_\_\_, ID \_\_\_\_\_, confirm that I have been offered a Student Work opportunity at (specify location) \_\_\_\_\_ for the duration of (specify semester and academic year) \_\_\_\_\_. I understand that my maximum allowable working hours are (specify number of hours per week) \_\_\_\_\_ hours per week, and I agree not to exceed this limit.

I fully understand that this is not an official employment at the university rather it's a student work assistantship program.

I affirm that I have read and understood the Student Work Guide and accept the responsibilities and duties outlined therein, as well as those assigned by my supervisor. I pledge to uphold the confidentiality of all information obtained during my employment. Furthermore, I will not access, review, or handle any documents or information unrelated to my assigned duties.

As a Student Worker, I commit to maintaining a professional, courteous, and cooperative demeanor, recognizing that I represent both the office and the Arts, Sciences, and Technology University in Lebanon (AUL). I will respond to inquiries from parents, students, staff, faculty, or others to the best of my ability, ensuring I clarify that my responses reflect my role and that I am not a final authority.

I understand that certain actions, such as unauthorized use of the internet, leaving the office without informing my supervisor or designated staff, making unnecessary personal calls, or excessive socializing during work hours, are prohibited.

I pledge to adhere to my agreed-upon work schedule and will notify my supervisor or relevant staff in advance of any changes, including illness, late arrival, registered courses schedules exam schedules, or make-up sessions.

I recognize that reliability and commitment are essential to the success of my role and the university. If I decide to resign, I will provide at least one week's notice to my supervisor. I also understand that, upon resignation, I will not be eligible for another student work position within the same semester.

**Student Signature & Date:** \_\_\_\_\_

**Head of Student Affairs Signature & Date:** \_\_\_\_\_