

## STUDENT INTERN PROGRAM GUIDELINES

This program provides a unique opportunity for students who are working towards a degree to gain experience in the particular field of study they have chosen while attending classes at an accredited school. *After a student has accrued a total of 2080 hours worked, they must take a 30-day break in service. Upon their return they may be reinstated into the position that they left, at the same rate of pay.*

### Requirements for the Student Intern Program:

All students must be eligible to work under the Immigration Services Laws.

#### Four-year college requirements:

- Preference will be given to students who have completed their first year of college majoring in a related field or be considered a sophomore (have at least 26 credit hours). Students with lesser hours may be considered; however, their qualifications must be justified in the vacancy selection memo by the hiring supervisor and approved by Human Resources.
- Must be at least a three-fourths time student in good standing, majoring in a related field.
- Willing to work a minimum of 10 hours a week (hours to be determined by the District or Division based on the student's class schedule) while classes are in session and must be able to satisfactorily perform and meet the job expectations.
- Temporary full-time employment may be available during breaks and is encouraged.
- Assignment ends when the above requirements cannot be met or upon graduation and attainment of their degree in the related field.

#### Two-year college requirements (community college):

- Preference will be given to students who have completed one semester of school majoring in a related field. Students with less than one semester may be considered; however, their qualifications must be justified in the vacancy selection memo by the hiring supervisor and approved by Human Resources.
- Must be at least a three-fourths time student in good standing, majoring in a related field.
- Willing to work a minimum of 10 hours a week (hours to be determined by the District or Division based on the student's class schedule) while classes are in session and must be able to satisfactorily perform and meet the job expectations.
- Temporary full-time employment may be available during breaks and is encouraged.
- Assignment ends when the above requirements cannot be met or upon graduation and attainment of their degree in the related field.

#### Masters Work Study Requirements:

- Students must have attained a bachelor's degree from an accredited college and be formally enrolled in a master's Program.
- Student must be in good standing, majoring in a related field.
- Willing to work a minimum of 10 hours a week (hours to be determined by the District or Division based on the student's class schedule) while classes are in session and must be able to satisfactorily perform and meet the job expectations.
- Temporary full-time employment may be available during breaks and is encouraged.
- Assignment ends when the above requirements cannot be met or attainment of their master's degree. Maximum time limit to attain a master's degree will be three years.

### **Benefits to the student:**

- Students receive a well-rounded education, enriched by practical application while they accumulate valued and varied work experience.
- Students develop confidence and skills working with people and directly improve their employment opportunities upon graduation.
- Students receive a competitive rate of pay.
- Every effort will be made to place a student in their preferred location. Students can be placed statewide.
- Students may qualify for some insurance benefits if they work 20 hours or more per week.

### **Student Responsibilities:**

- Students must submit a class schedule to verify their status as a student, identify the degree they are working on and submit a transcript of grades to ensure they qualify as a student in good standing.
- Students must present verification that they are eligible to work under the Immigration Services Laws.
- **Students must provide an official transcript to their supervisor of the credit hours they have earned towards their degree on their date of hire and each semester while they are participating in the program. Please note that students attaining 89 credit hours may be eligible for a promotion.**
- Students must notify their supervisor of any change of status in their education immediately.

### **Pay:**

Pay will be based on the credit hours earned toward the related degree.

- Students who have 88 hours or less will be paid at the hiring rate of **\$18.207**
- Students who have 89 hours and have been assigned more complex, higher-level work and responsibilities are eligible to be promoted at an hourly rate of **\$20.349**
- Students enrolled in a master's Program will be paid at an hourly rate of **\$22.491** and be assigned high level work and responsibilities relating to their degree.
- Students will be eligible for any pay increases that raise the hiring rate of the pay plan.

*Note: If a student has more than 89 credit hours earned when hired, it is suggested that they start at the lower Work Study level. When they are proficient with the initial duties and can be assigned higher level duties, the supervisor can request advancement to the Senior Work Study level by following the guidelines below. An exception may be made to hire at the higher level of pay if the student has the required credit hours and a letter of justification is provided, i.e., the student may have worked previously for NDOT and is familiar with the duties.*

### **Guidelines for Changing the Salary of a Student Intern Participant**

- As soon as the supervisor is aware that a student has met the qualifications of earned credit hours to be advanced to a Senior Status, they will submit an email to HR which shall include:
  - An official transcript showing the number of accumulative hours earned
  - A list of the higher-level duties assigned to the Student Intern.
- HR will then process the request at the beginning of the payroll closest to the date the request is received. Please note that promotions cannot be retroactive.

**REVISED: 07/10/24**