



PRAIRIE VIEW A&M UNIVERSITY

A Member of the Texas A&M University System

August 16, 2006

OFFICE OF BUSINESS AFFAIRS MEMORANDUM No. FY06-47

Distributed via Campus Email

TO: All Students and Employees

FROM: Mary Lee Hodge ~~Ph.D.~~
Vice President of Business Affairs

RE: **Relocation of the Student Employment Office**

The Office of Business Affairs is pleased to announce the relocation of the Student Employment Office. Student Financial Services will continue to process work study awards, and Human Resources will handle student employment. The office will report to Ms. Radhika Ayyar.

The new location for the Student Employment Office is the Harrington Science Building, Room 111. Ms. Violeta Caballero, Manager of Student Employment, can be reached at 936-261-1795 or at vccabello@pvamu.edu. She recently joined the Prairie View A&M University staff and brings with her many years of experience in Student Employment acquired at another university. If you should have any student employment-related issues or concerns, please do not hesitate to contact Ms. Caballero, or Ms. Lisa Dorris, Student Employment analyst, at 936-261-1795 or lldorris@pvamu.edu.

Departments

Due to the proximity of the Fall Semester an accelerated time schedule is necessary for the posting of student employment positions. The steps to be followed by departments to place student job announcements are listed below:

- All Departments should **email** Violeta Caballero by **5 p.m., August 22, 2006**, the primary information on the desired student job postings. In order to fully comply with Federal and State guidelines on student employment, this primary information should be in the Job Description Form for College Work-Study, Texas Work Study, and hourly students. A Student Employment Job Description form is attached to this memorandum.
- The originator of the Student Employment Job Description form should ensure that full information is given on the form, including, but not limited to, the name and address of the employer, purpose of student job, job qualifications, wage rate or range, beginning and end dates of Student's employment and name of student's supervisor.

Students

- Based on the Student Employment Job Description forms received from all departments, all jobs for the school year 2006-2007 will be posted by the Student Employment Office on the University's Employment webpage at <http://www.pvamu.edu/pages/765.asp>.

The cooperation and understanding of all University components is requested to ensure that student job postings are compliant with relevant Federal and State guidelines. The Student Employment Office is ready to serve our current students and incoming freshmen and is committed to providing seamless services to all students, faculty and staff.

xc: Dr. George C. Wright, President
Albert Gee

MLH: ylg