

Students as Markers, Readers and Demonstrators (Undergraduate): Employment and Payment

Human Resources & Organizational Development (HROD)

Policy

1.0 Purpose

1.1 The University of New Brunswick acknowledges the desirability of ensuring that all students are aware of employment opportunities as student assistants in Academic Departments. To this end, the University agrees that when such students' employment opportunities arise, a listing of the requirements and terms of employment shall be posted in areas accessible to all qualified students. The University further agrees that where such student employment opportunities are filled, a listing of the successful applicants will be posted in areas accessible to all qualified students. To ensure that student assistants are fully aware of the requirements and terms of conditions of their employment, the University agrees that each shall receive a letter of appointment outlining these.

2.0 Applicability

- 2.1 University-wide
- 2.2 This policy applied to registered undergraduate students employed as a marker, a reader, a demonstrator, or such other title as reflects the student's position of providing assistance to a faculty member.

3.0 Definitions

3.1 None applicable

4.0 Implementation

4.1 NOTICES: For greater clarity, the notice of employment opportunity should normally be posted for a minimum period of five (5) days and should include such information as the number of assistants required, the duties involved, the approximate number of weekly hours, the amount of remuneration, the term of the appointment, the deadline for applications and the person or office to whom applicants should be addressed. Written notice to successful applicants should include such information as the name and title of the person to whom the student shall report, a description of the duties to be performed, the



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start date and end date of the term, the approximate number of hours to be worked each week, the rate of pay and pay schedule.

- 4.2 RATE OF PAY: The amount of remuneration paid to student assistants under this policy shall be based upon minimum wage. For current wage ranges please see: Pay Rates for Undergraduate Students.
- 4.4 IMMIGRATION: Students employed under this policy must meet those current requirements established by Immigration and Citizenship.

5.0 Interpretation and Questions

5.1 Questions concerning the interpretation or administration of this policy should be directed to Human Resources & Organizational Development, <u>hrandod@unb.ca</u>, (506) 453-4648, Room 102, I.U.C. Complex, Fredericton or Human Resources, <u>finadmin@unb.ca</u>, (506) 648-5941, Room 122/123, Oland Hall, Saint John.