

Mt. San Jacinto College Veterans Resource Center VA Work Study Agreement

STANDARDS

1. I understand that as a VA Work Study Student, I will be a direct reflection of the MSJC Veterans Resource Center (VRC). In this reflection, I am expected to maintain an appropriate professional and courteous attitude. The needs of MSJC and its Veterans/dependent students are my first priority. While there may be some down time; in which I may work on my studies, operations of the VRC must and will be maintained prior to embarking on any of these personal projects.
2. I understand that I must be receiving VA education benefits as a 3/4 times student (9 consistent units) or greater to begin/maintain employment as a VA work study student. If I drop a class and fall below a 3/4 time rate, I will immediately be terminated as a work study student on that given semester.
3. I understand that I must maintain a cumulative GPA of 2.0 or greater to begin/maintain employment as a VA work study student.
4. I understand that I cannot begin working until I sign the agreement contract for the current semester. I can work only within the specified contract date. I cannot work more hours than allowed through the current student worker guidelines in the MSJC Policy.
5. I understand that as a VA Work Study Student, if deemed necessary by my VRC Supervisor, I may be terminated without cause.
6. I understand that as a VA Work Study Student my VRC Supervisor will employ me at the most convenient VRC site. I will work as a VA work study student only at my assigned MSJC VRC location (San Jacinto or Menifee) and/or outreach location.
7. I understand that I may be requested to work a specific off campus event as a representative of the VRC which can include an occasional Saturday.
8. I understand that if I choose to continue as a VA Work Study Student, I must submit a new Work Study Application to my VRC Supervisor prior to the end of my current contract for extended VRC work-study consideration.
9. I understand that if I have any question concerning my VA work study contract or work study payment I will

first contact my VRC Supervisor to explore all possible solutions.

EXPECTATIONS

1. Any work study employee who starts at 8am (or at the earliest start time) must hang the flag outside.
2. Any work study employee who ends at 5:30 pm (or at the latest end time) must lower the flag outside.
3. All work study employees must contact their Certifying Official if they are running late. If contact is made prior to their scheduled time the Certifying Official may consider a schedule adjustment to fulfill allotted time.
4. If the work study has to leave earlier than their assigned schedule they must communicate that with the Certifying Official as soon as possible.
5. Unless there is a conflict with class schedules, both VRC's must have at least one VRC Work Study present at all times.
6. If the work study has to step away from the office for an important reason other than their scheduled break(s), they must inform the Certifying Official.
7. Cursing will cease or be consciously and progressively minimized immediately.
8. Unless there is only one work study student helping a student away from the front desk, there must always be one work study manning the front desk.
9. All voicemails must be answered before the end of the work day.
10. Old flyers, magazines, and advertisements must be removed on a daily basis.
11. All documents containing sensitive information (e.g., SSN) must be secured and not in present sign at the front desk, during any part of the day.
12. All windows, furniture, desks and floor will be cleaned or vacuumed daily before the end of the day.
13. All empty boxes and recyclables will be removed from the VRC before the end of the day.
14. All front desk documents and office equipment will be nicely organized before the end of the day.
15. Heated and unprofessional debates over religion, gender, politics, etc. with customers must cease as this portrays a less than hospitable image, which is the image that we must maintain at all times.

I have read and understand my duties and responsibilities as a VA Work Study Student.

Work Study Student – Print Name

Work Study Site Supervisor - Signature

Date