

STUDENT AIDE SUMMER EMPLOYMENT

Procedures:

1. No later than April 15, the Recruitment Office will request from each Division Director a list of their Student Aide summer employment needs. The list will identify positions needed to be filled and will not include positions being filled by returning employees. The list will include the following information.
 - Division/Department/Location
 - Type and number of positions
 - Brief description of duties
 - Starting and ending date
 - Minimum or special qualifications where applicable
2. Prior to April 30, the Recruitment Office will post summer employment opportunities in accordance with standard vacancy posting procedures.
3. Interested candidates will apply to the Recruitment office by submitting a letter of interest and completed OCM BOCES Employment Application.
4. Selection of candidates will be done by each Division. An offer of employment will be conditioned on an acceptable interview between the applicant and the program supervisor and the applicant possessing necessary qualifications for the position as determined by the program supervisor.
5. Subject to satisfactory performance, individuals employed during the preceding summer will be given preference for continued employment.