



TO: Summer Student Employment Supervisors  
FROM: Student Employment Office  
DATE: January 1, 2023  
SUBJECT: Summer Student Employment Information

Additional summer student employment information:

1. Summer 2023 student employment can start as early as Sunday, April 30 and end Saturday, August 19 for up to 16 weeks. Eligible students may work 40 hours per week and generally work 14 weeks additional weeks of unpaid time off, but departments can work with students on hours and work weeks.
2. All summer student workers, including current student employees and summer student employees, must be processed and approved for hire by submitting a hiring proposal to the jobs.messiah.edu system by March 31, 2023.
3. Departments are encouraged to request/select continuing academic year students prior to the job fair to have an accurate count of all open positions.
4. All summer postings must be 'posted/not visible' for two weeks after the job fair. During that time, only job fair attendees will be given access (via the URL) to summer job openings. Departments must contact Student Employment if a public posting is needed after two weeks. Critical summer departments, including Campus Events, Dining Services and Conference & Event Services may request a public posting prior to the two weeks.
- 5.

16. Room and board charges are based on start and end dates submitted in the hiring proposal. It is assumed that the student is working the full summer (April 30- Aug. 19), they will be taking 2 weeks off. If your student is taking more (or less) than the standard 2 weeks of unpaid time, be sure to communicate the arrangements to the Student Employment Office so that the appropriate adjustments can be made to the room/board charges. Also, if your student will be starting later than the week of April 30 or ending earlier than the week of Aug. 19, be sure to communicate how many total weeks they will be working so that the appropriate adjustments can be made to the room/board charges. You may note this on the hiring proposal or email [studentemployment@messiah.edu](mailto:studentemployment@messiah.edu)
17. Student employees not living on campus will receive an extra \$1.00/hr. of compensation in lieu of the room and board allowance, which will be charged to the departmental budget.