

**IAS Research and Creative Collaboratives**  
**Hiring graduate and undergraduate student workers**  
updated 14 July 2021

Collaboratives may wish to hire graduate or undergraduate research assistants to help with the collaborative's work. Student workers are hired directly by the IAS. To hire a student worker, you will work directly with Susannah Smith (624-2921, [slsmith@umn.edu](mailto:slsmith@umn.edu)).

Supervision is provided by the collaborative, either by the convener or another member of the collaborative. Collaboratives are responsible for choosing their own student employees. It is not a requirement that student (graduate or undergraduate) positions be advertised, but if you do not have a student in mind for the position, you can post the opening on the University's Jobs site. Please talk to Susannah if you would like to do this.

Appointments for a semester or the academic year should be made in advance. The IAS should have completed appointment letters (signed by the student) at least two weeks before the beginning of the semester.

**All student workers should be hired in advance of starting to work for your collaborative.** Please let Susannah know if you intend to pay students for any kind of work, even if it is just for a few hours now and then.

**Our HR team needs 2 weeks (10 business days) to set up new appointments, ensure the student's I-9 eligibility, and (if necessary) run a background check BEFORE the student can start work.**

Undergraduate RAs do not incur fringe charges during the regular academic year. **Graduate fringe charges are high** (more than the salary cost for students who are not ABD); please talk to Susannah to be sure you have budgeted enough if you are hiring a grad RA.

**If you are hiring a student (grad or undergrad) who will be working and being supervised on a campus other than the Twin Cities, this process is different. Please contact Susannah directly for a system campus student hire.**

Procedure for hiring undergraduate student workers on the Twin Cities campus

1. Identify the undergraduate student whom you wish to hire.
2. Send Susannah ([slsmith@umn.edu](mailto:slsmith@umn.edu)) the following information at least 2 weeks before you want the student to start work:
  - Student's name
  - Student's email address
  - Student ID number
  - Period of appointment (semester, academic year, other defined period)
  - Maximum hours per week. Undergraduates are paid only on an hourly basis. The student will have to submit online weekly the actual hours s/he worked.

- Hourly rate (see below)
- A general statement of the responsibilities of the position
- Who the person's supervisor will be. This person is responsible for reviewing and approving online the student's reported hours
- Supervisor's Employee ID number

3. Susannah will write up the appointment letter and send it to the student for his or her signature. The supervisor will receive a copy of the letter.

**Standard IAS starting pay rate in 2021-22 for undergraduate workers is \$15.00 per hour.**

Procedure for hiring graduate student workers (research assistants, administrative assistants, etc.)

1. Identify the graduate student whom you wish to hire.

2. Send Susannah the following information at least 2 weeks before you want the student to start work:

- Student's name
- Student's email address
- Student ID number
- Period of appointment (semester, academic year, other defined period)
- Hours per week. You can either choose a straight percentage appointment (20 hours per week is 50%, 10 hours is 25%, and so on) or hire the student on an hourly basis. If you choose to hire the student on an hourly basis, the student will have to submit online weekly the actual hours s/he worked, which the supervisor will have to approve. If you choose an hourly appointment, specify the maximum hours per week that the student may work.
- A general statement of the responsibilities of the position
- Who the person's supervisor will be
- Supervisor's employee ID number
- Whether the student is ABD or not (we will reconfirm this). We are charged a much lower fringe benefit rate for ABD students, so we pass those savings on by paying ABD RAs at a higher rate.

3. Susannah will write up the appointment letter and send it to the student for his or her signature. The collaborative convener will receive a copy of the letter.

**Standard IAS pay rate for 2021-22 for graduate assistants is \$26.73 per hour.** Please note that if you are hiring a student from a department with a lower base rate, you may have to pay the student at his/her departmental rate.

**Questions? Contact Susannah at [slsmith@umn.edu](mailto:slsmith@umn.edu) or 624-2921.**