

## Department of Economics: Application for Hourly Student Employment

If you are a student working for a faculty member and paid on an hourly basis, please read this form through; this includes students on an appointment who are working additional hours.

**You may not begin work until you have received authorization from the department.**

Ph.D. Students: Submit to Ph.D. Program Coordinator Amy Devine [aed2152@columbia.edu](mailto:aed2152@columbia.edu) **BEFORE** you begin work.

MA Students: Submit to MA Program Coordinator Garrett Grothe [gtg2113@columbia.edu](mailto:gtg2113@columbia.edu) **BEFORE** you begin work.

Undergraduates: Submit to Assistant to Chair Celeste Ransom [cr2404@columbia.edu](mailto:cr2404@columbia.edu) **BEFORE** you begin work.

If you will be working on a grant account, do not fill out this form. Instead, please contact [iserp-hiring@columbia.edu](mailto:iserp-hiring@columbia.edu) with a CC to the faculty Principal Investigator.

**Employment Type:** Casual (Administrative):  Research Assistant:  Note

*If graduate students are doing research work they must be hired as departmental research assistants as per University guidelines.*

### Student Authorization

Name of Student \_\_\_\_\_ Undergrad  MA  Ph.D.

Signature of Student \_\_\_\_\_ Date \_\_\_\_\_

You will need to submit the hiring packet information required by the Department along with this form; check with Assistant to Chair.

### Faculty Authorization

I will be hiring this student as a part-time employee at the hourly rate of \_\_\_\_\_

Anticipated Start Date: \_\_\_\_\_

Anticipated End Date: \_\_\_\_\_

Name of Faculty Member \_\_\_\_\_

Signature of hiring faculty member \_\_\_\_\_ Date \_\_\_\_\_

Source of Funding: \_\_\_\_\_

### Department Authorization

Jacqueline Jenkins (Signature) \_\_\_\_\_

Note: The responsibility is on the student being hired to make sure the application is completed and signed by the necessary parties. Students **cannot** begin working as a research assistant until the form has been submitted and signed by all parties and submitted to the Department.

- Students cannot work more than 5 hours per week as a casual hourly employee if they already hold a fulltime appointment such as a teaching or research fellow; check with Amy or Jacqueline.
- Students cannot work for more than 20 hours a week during the academic year. Over the summer the limit for graduate student employment is 35 hours a week for students who are not on appointment and 20 hours a week for students who are on appointment.
- The hourly rate is set by the faculty member—in most cases, this should not exceed \$20.00 per hour for casual administrative and \$30.00 per hour for hourly research work.
- **Students must submit timesheets to Camille Parmashwar-Smith to be paid; timesheets must be submitted on a timely and regular basis. Students may send their hours (day, time) to Camille with a CC of the sponsoring faculty member.**

If you have questions, please contact Jacqueline Jenkins [JJ2776@columbia.edu](mailto:JJ2776@columbia.edu) and Camille Parmashwar [cap2257@columbia.edu](mailto:cap2257@columbia.edu).