

3.5 Hiring Undergraduate Students

Procedure

Undergraduate students (i.e., those that are fully admitted into a undergraduate degree program at Mines) are eligible for employment to assist in office, teaching or research environments. To receive and maintain an undergraduate employment appointment, candidates must meet the following criteria:

1. They must be making satisfactory progress toward degree completion as defined in the Undergraduate Bulletin and have an overall GPA of no less than 2.0.
2. During the regular academic year, the student must be enrolled; however, during the summer term, the student does not need to be enrolled.
3. The student must meet all eligibility requirements for employment in the United States and the State of Colorado.

Students may concurrently hold multiple employment appointments across campus. However, student employees are expected to continue to devote an appropriate amount of time and energy to completing their degree requirements and their work assignments, Academic Affairs limits the total hourly time commitment from all on-campus employment sources, including formal work study, to no more than 20 hours per week during the academic year. During the summer terms, students who are not enrolled in course work may be employed with hourly commitments of up to 40 hours per week. More information is available at the Mines Financial Aid website. Students must submit time sheets and paid through Mines Payroll.

Undergraduate student employment contracts can be submitted through the Mines Help Center.

Last Revision:

July 22, 2022