

Campus Employment Office procedure for Student Assistants PTR

This procedure applies to positions (minimally 30 hours) for student assistants. This procedure is not obligatory if the task concerns ad-hoc additional support or work occupying fewer hours. In this instance a student already registered at the Campus Deployment Office can be asked directly.

Recruitment and selection

1. The reception places the vacancy on the message board and Communication places the vacancy in the prospectus (https://www.ru.nl/prospectus/fftr/news/announcements-students-fftr/?pager_page=0) and portal of FTR (<https://portal.ru.nl/>). The vacancy text appears for two weeks on both the websites and the message board. A copy is also pinned on the vacancy board on the 15th floor.
2. Interested students can complete a student assistant application form on the website <https://www.ru.nl/prospectus/fftr/vm/working-student-assistant/>. The students will receive an automated confirmation email, which states that if the student has not been contacted within six weeks, he/she has not been selected as a candidate.
3. An email with the student's application is automatically sent to the reception.
4. The reception collects all the applications and once the application deadline has passed forwards these to the authorising officer.
5. The authorising officer selects a student assistant and informs the reception regarding the selection.
6. The reception then issues the 'Campus Employment Office student assistant application form'. Please note the vacancy number.
7. The authorising officer together with the selected candidate completes this form and returns the completed form to the reception.
8. The reception will then send a placement assignment to the Campus Employment Office via the Campus Employment office website. The Campus Employment Office will contact the selected candidate.
9. With regard to privacy regulations, all emails received will be removed by the reception staff.

Commencement

10. The reception retains a copy of the application form for its own admin.
11. The Campus Employment Office creates an employment contract and sends this to the reception, who emails this on to the authorising officer.

Expenses/payments

12. Expenses/payments are organised via the Campus Employment Office. The lecturer is sent an email for approval of the hours worked. If expenses/payments are marked as faculties' general costs, then the approval will be via the reception, who informs the lecturer.