Cahill Career Development Center
Student Assistant Program

One On-Campus Position Limit
The College’s budget, along with a double increase to the New Jersey minimum wage, necessitated a review of all student assistant positions and policies.

For 2019-2020, students may only hold one on-campus position at a time. This policy is to enable Ramapo College to offer on-campus employment to as many students as possible. In cases where an exception (as follows) is permitted, students may not exceed a total of 15 hours per week.

Exceptions
1. The following positions are exempt from the one position policy due to the limited number of hours for the role, their short term nature or specialized skills* required for the position.

   Students may hold one exempted position in addition to one other on-campus job.

   - Art/Engineering Tutor
   - Art Gallery Monitor
   - ASB Tutor
   - Athletics Intramural Referee
   - Berrie Center (only for multiple positions within the Berrie Center)
   - Center for Student Success Orientation Leader
   - EOF Peer Mentor
   - EOF Supplemental Instructor
   - Events & Conferences/Rentals
   - Faculty/Student Research Assistant
   - FLC Peer
   - Lifeguard
   - OSS Note taker
   - OSS Scribe
   - OSS Tutor
   - Phonathon
   - Resident Assistant
   - SHGS Language Lab
   - TAS Lab Assistant
   - TAS Tutor

2. Exceptions may be made for individual cases where a student has a demonstrated financial need, meeting at least 2 of the following criteria:
   - Need is verified by the Office of Financial Aid
   - Lack of transportation to an off-campus position
   - Approval by the Dean of Students

Other exceptions to this limit may be approved by the Coordinator of the Student Assistant Program in consultation with the Student Assistant Program Committee.

*Requests for other exceptions will only be considered after a position is posted for a minimum of 2 weeks on Handshake and a review of the candidate pool is conducted. Exceptions based solely on experience in a particular position will not be approved.