

2018 Summer Student Wage Rates & Hiring Information

2018 Summer Wage Rates

Smith maintains a separate wage rate schedule for summer employment, the parameters of which are outlined below. For Smith students and non-Smith student employees without prior work experience within the department, the hourly wage rate will range from \$11 to \$12. For student employees returning to the department, the hourly wage may be increased by \$0.25, from the previous summer. Wage rates should be set in increments of \$0.25 and must remain with the department's summer wage budget.

To estimate the cost, multiply the scheduled hours by the rate and add 10% to reflect the Smith paid payroll taxes. For example: ($\$11 \times 200 \text{ hours} \times 1.1 = \$2,420$)

The hourly wage rate for Smith students working with faculty on CFCD supported research projects has been set at \$12.

The allocation for Smith students working on externally funded research projects or internships has been set at \$4,800, calculated as \$12 per hour for 40 hours per week, for 10 weeks.

Summer Student Hiring Information

Current Smith students will be hired, like academic year positions, through JobX. Summer positions have unique position codes and require this action, even if a student is currently employed in a similar academic year position.

Non-Smith student employees (dependents, etc.) may be hired as a casual employee.

All summer employees must enter their hours worked electronically on BannerWeb.

A SU position number is required for each job before posting. If you do not have an SU position number, please email budget@smith.edu the following information:

- Short description of the position
- Funding source—fund/grant number and/or organization number
- Approver's name

Smith supports the hiring of students who have graduated, however the process is different. Graduated students are hired as temporary help through an employment agency. Please contact Serena Harris at sharris@smith.edu for assistance in this process.

For those with CFCD awards, contact Saari Greylock in the Provost's Office for an SU position number, sgreylock@smith.edu.

Important – Current Smith Students

Summer positions and wage rates begin on the day after the end of the academic year, which for the 2017-2018 year is May 12, 2018 and end on September 5, 2018.