

**University of Wisconsin – Whitewater**  
**(Your office here)**  
**Student Employment Agreement**

In completing the 60 minute training for future employees, the student will have:

- Gained an understanding of how to connect/work with students who utilize this office
- Be able to identify services provided through this office
- Be responsible for the primary roles cited in the Employee Handbook and specific area job description
- Understand the importance of integrity, confidentiality, and ethics
- Be knowledgeable about the conditions of employment and reasons why dismissal from their position would be warranted

In fulfilling the responsibilities, students will complete the following paperwork if it is necessary to their particular position (*please initial in front of each category*):

- \_\_\_\_\_ Sexual & Racial Harassment Online course (print and turn in certificate)
- \_\_\_\_\_ UW-Whitewater Information Systems Compliance Form
- \_\_\_\_\_ Student Employment Information
- \_\_\_\_\_ Job Description of the tasks the student is responsible for (a copy will be made for the student to retain)
- \_\_\_\_\_ Integrity Training quiz

In signing this agreement, the student worker accepts all conditions outlined in the employee student handbook and implied by their individual job description as part of employment responsibilities. This contract is conditional and subject to performance reviews. Student employees may be reassigned depending on the departmental needs. This contract is for your tenure in this office and can be subject to change as stated under conditions of employment.

Student Employee Signature: \_\_\_\_\_

Student Employee Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_