



Temporary Only: will be removed			
Students	Y	Vendors	
Staff	Y	Faculty	
Contract Employees		Researcher	
External		Board Approved	Y

Concerning the Employment and Payment of Undergraduate Students as Markers, Readers and Demonstrators

Human Resources & Organizational Development (HROD)

Policy

1.0 Purpose

- 1.1 The University of New Brunswick acknowledges the desirability of ensuring that all students are aware of employment opportunities as student assistants in Academic Departments. To this end, the University agrees that when such students' employment opportunities arise, a listing of the requirements and terms of employment shall be posted in areas accessible to all qualified students. The University further agrees that where such student employment opportunities are filled, a listing of the successful applicants will be posted in areas accessible to all qualified students. To ensure that student assistants are fully aware of the requirements and terms of conditions of their employment, the University agrees that each shall receive a letter of appointment outlining these.

2.0 Applicability

- 2.1 University-wide
- 2.2 This policy applied to registered undergraduate students employed as a marker, a reader, a demonstrator, or such other title as reflects the student's position of providing assistance to a faculty member.

3.0 Definitions

- 3.1 None applicable

4.0 Implementation

- 4.1 NOTICES: For greater clarity, the notice of employment opportunity should normally be posted for a minimum period of five (5) days and should include such information as the number of assistants required, the duties involved, the approximate number of weekly hours, the amount of remuneration, the term of the appointment, the deadline for applications and the person or office to whom applicants should be addressed. Written notice to successful applicants should include such information as the name and title of the person to whom the student shall report, a description of the duties to be performed, the



Temporary Only: will be removed			
Students	Y	Vendors	
Staff	Y	Faculty	
Contract Employees		Researcher	
External		Board Approved	Y

Concerning the Employment and Payment of Undergraduate Students as Markers, Readers and Demonstrators

Human Resources & Organizational Development (HROD)

Policy

start date and end date of the term, the approximate number of hours to be worked each week, the rate of pay and pay schedule.

- 4.2 RATE OF PAY : The amount of remuneration paid to student assistants under this policy shall be based upon an hourly rate of \$10.00 (effective from April 1, 2012).
- 4.3 NOTE: for current wage ranges please see [Pay Rates for Undergraduate Students](#)
- 4.4 IMMIGRATION : Students employed under this policy must meet those current requirements established by the Canada Employment and Immigration Commission

5.0 Interpretation and Questions

- 5.1 The Department of Human Resources & Organizational Development is located in Room 102 of the Physics and Administration Building in the Integrated University Complex on the Fredericton Campus. Questions concerning this policy may be directed to Human Resources & Organizational Development at 453-4648.