Departments and Students:

- Departments/Professors in need for work study students are asked to notify (rs19@aub.edu.lb) the WS office about their need in terms of numbers and skills needed. The WS office will send students from the list of applicants they have.
- If a specific student is needed for a specific research that is paid through a grant (External), the WS Office needs to be notified in order to check their applications' status and their eligibility prior to placing/making any request.
- The Office of WSP sends an email message to students to attend to a job interview. If the student doesn’t show up to the assigned interview within three working days and without presenting a valid excuse nor replying to the sent mail, he/she will be considered as not interested in the job vacancy and his/her name will be consequently removed from the list of applicants.
- All Departments are requested to reply to the email (Sent by the WSP office related to the students attending the interview) in order to inform the WS Office about the result of the interview and their final choice of applicants within 5 working days or the requisition will be rejected.
- It is the responsibility of the employing department to make sure that the student does not exceed the maximum number of working hours (20hrs/week - 80/month in Fall and Spring semesters and 15hrs/week - 60hrs/month in the Summer semester). The student will not be paid through WSP for any hours worked over the prescribed limit.
- Request should include the Name, ID, Term, Department then any additional description and this is for PO and reporting purposes on both description lines within the request.
- Students cannot work with their immediate relatives under the same department. In addition, staff are not allowed to search with other staff for their relatives to work in other departments. Staff members who contact the WS office (directly or indirectly) to place their relatives or friends in a position will be reported to the Dean of Student Affairs and to their superiors and will jeopardize the employment of the student.
- It is the responsibility of the work supervisor and the head of the employing department to ensure that no immediate relatives are employed in their departments.
- When students are accepted to work they are not allowed to start before opening a bank account and providing the IBAN to the comptrollers or the payment will be rejected.