



Book VCCCD Board Policy Manual
 Section Chapter 7 Human Resources
 Title BP 7270 Student Workers
 Code BP 7270
 Status Active
 Legal [California Education Code Section 69960, subdivision \(f\)](#)
[California Education Code Section 88076](#)
[California Government Code Section 18220](#)

Category	Requirements	Examples	Step	Compensation			
Student Assistant	Little skill required. Little initial experience required. Limited prior knowledge in the field. Immediate supervision required.	Clerical Door control/ushering Equipment control	1				\$16.00
Student Specialist I	Moderate to high degree of skill required. Prior experience required. General supervision required.	Stage crafts Tutor Science/technology lab support Peer advising Police Cadets Information Technology support Child care Maintenance Clerical Lab support Cashiering	1				\$16.80
Student Specialist II	Advanced tutoring skills, including group facilitation or Course embedded tutoring (with advanced knowledge of subject matter). General supervision required.	Advanced tutor Course embedded tutor	1				\$17.64

	Course embedded tutoring (with advanced knowledge of subject matter). General supervision required.						
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I. ELIGIBILITY

Student workers must be enrolled full-time (a minimum of 12 undergraduate semester units or equivalent quarter units or a minimum of 6 graduate semester units or equivalent quarter units) at any educational institution during the semester in which they are employed. If the student is an eligible participant in the Federal Work Study or CalWORKs programs, the minimum enrollment may vary. Students eligible for services under the Disabled Student Programs and Services (DSP&S) program will be considered to be in full-time status if enrolled in the minimum number of units as determined appropriate by DSP&S. Student workers employed during the summer must have been enrolled full-time during the previous spring semester or be enrolled full-time for the upcoming fall semester.

When hiring student workers, preference shall be given to student applicants up to 26 years of age who are, or have been, dependent children in foster care.

II. ALLOWABLE HOURS PER WEEK

Student workers are limited to working 20 hours per week while classes are in session and 35 hours per week during the summer and when classes are not in session (i.e., winter and spring breaks). Students participating in federal or state work-study/work experience programs may work up to 35 hours per week as dictated by the program.

Student workers cannot work simultaneously within the District in any other capacity.

See [Administrative Procedure AP 7270](#).