WHAT WILL YOUR PROFESSOR WANT?

RELIABILITY
COMMUNICATION
SELF-STARTING
ORGANIZATION
ENGAGEMENT
GOOD JUDGMENT
KNOW YOUR LIMITS
HOW CAN YOU GET STARTED?

- Contact Paola in the Financial Aid Office
- Determine your work-study eligibility
- Complete your contract, paperwork, and background check in May
- IMPORTANT: Provide documents in person to establish your identity and authorization to work (typically driver's license and social security card)
IMPORTANT: YOU MAY NOT START WORK UNTIL YOUR PAPERWORK IS COMPLETED AND YOUR CONTRACT IS SIGNED
• Complete time sheets on the Kronos system
• Your professor or their assistant will approve
• You **may not**:
  • Work more than 8 hours in one day
  • Work more than 40 (summer) or 20 (school year) hours in a week across all your USD-funded positions
  • Skip required breaks
  • Work overtime
IMPORTANT:
SKIPPING REQUIRED BREAKS OR ENTERING OVERTIME WILL RESULT IN IMMEDIATE CONTRACT TERMINATION WITH NO APPEAL
QUESTIONS?
THANK YOU

NEXT UP:
RAP TRAINING PART TWO

University of San Diego®
SCHOOL OF LAW
Office for Law Student Affairs