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Student Hiring & Employment at the CU System Office [1]

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One way CU System Administration contributes to the university's goal of shaping the future workforce is by hiring students and providing them with real world experience. CU System Human Resources has recently implemented a new process that allows departments to more effectively hire students. If you have not yet, please visit the student employment hiring site [3] to check out the updates!

Since the CU System Office does not enroll students or offer coursework, we work with & across our other CU Campuses to find talent and to recruit student employees to work for CU System Administration. Turner Rafter is a member of the CU System HR Talent Acquisition Team, and he works with individual departments and hiring managers to help manage the student hiring & student employment process.

How does the student hiring & recruitment process work?

After the Talent Acquisition team receives your request for a student recruitment, they will connect with the hiring manager to review the position and to discuss a recruitment plan. The position gets posted to CU Handshake (our student recruitment site) so that students across the CU Campuses can view & apply to the position.

After the position closes, Turner screens the candidate pool and sends over the list of qualified & eligible candidates to the hiring manager. After the hiring manager has completed interviews, Turner assists with the final hiring steps, which include creating an offer letter and initiating a background check. Once those items are complete, the student hiring process is finished and the hiring team can start planning for onboarding and the first day for the student.

Here are some helpful rules and reminders related to student employment:

- Students must be enrolled in at least 6 credit hours during the fall & spring semester to be eligible for student employment
- Students can work full-time (40 hours) over the summer semester and do not have to be enrolled in summer coursework to be eligible for student employment
- Students may work a maximum of 25 hours per week during the fall & spring semester
- The CU System Office is considered an off-campus employer, we cannot hire students on an F-1 or J-1 Visa

If you (or your department) are interested in hiring a student or learning more about student hiring and student employment for CU System Administration, please visit the student hiring website [3].

People & Culture [4], hiring [5], student employee [6]
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