



STUDENT PART-TIME JOB CONTRACT

(PER SEMESTER)

Student Name		Student ID	
Month & Year		College	
Department Name		Major	

To be eligible for a campus job opportunity, a PMU student should meet specific criteria.

Job opportunities are ruled by the relevant PMU Student Job Policy.

1. Job opportunities are opened for Saudis as well as non Saudis
2. The student should be enrolled in an undergraduate degree
3. The student should maintain a minimum GPA of 2.7
4. The student should not have less than 12 and more than 18 credit hours
5. The student should not exceed 18 working hours per week
6. The student should have specific job related skills
7. The student should pass the departmental job interview
8. The student should register in PMU HR Department in order to avoid illegality issues with the Labor Office
9. The student will be compensated at an hourly rate of 15 S.R per hour
10. The student should register attendance through departmental attendance log
11. To quit the job, the student needs to notify the Student Career Services Office in writing, one week prior the last day of work
12. Student should submit his/her timesheet by the end of each month. It is the responsibility of the department and the student to fill and submit the monthly timesheet to the Career Services department at the end of each month. (Month is counted from the first day the student starts the Job)
13. The student must submit his/her official timesheet for the preceding month by no later than the fifth day of the next calendar month.
14. In the event of the student failing to submit the timesheet within the time limit referred to rule 13 above he/she will lose all payments due to his/her for the preceding month worked
15. Student who wants to continue working for the following semester should apply again for that semester
16. If any student breaks any of the above rules, he/she will be dismissed and there are no obligations from the Career Services Department
17. The hiring department will appoint a direct supervisor who will fill a performance assessment form at the term of the employment. The evaluation will be kept in the Student Career Portfolio
18. The student must get a final approval form the Career Services Department to start working

I _____, I have read and agreed on the above mentioned Student Job Policy and I met all the criteria for the internal (on campus) part time job

Student Signature		Date	
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DEPARTMENT OF CAREER SERVICES

Notes:

Signature		Date	
Name			