

**SANTIAGO CANYON COLLEGE
ON-CAMPUS JOB PLACEMENT OFFICE**

STUDENT ASSISTANT EMPLOYEE MANUAL AGREEMENT

Please read, print, and sign this agreement and return to the On-Campus Job Placement office, E-104.

I agree to follow the Student Assistant plan as developed for me with Santiago Canyon College (SCC), On-Campus Job Placement Office. I further agree to adhere to all rules, policies, responsibilities and guidelines relative to my student assistant position. I authorize the SCC, On-Campus Job Placement staff to discuss and share academic and work related information (GPA, work history, etc.) with my supervisor. I further understand that I am being hired as a student assistant with no job rights regarding continued employment from semester to semester or year to year. I understand that I could be terminated at will by SCC and no other agreements or promises have been made. Furthermore, that all hours listed are contingent upon my job performance, and that I will maintain active enrollment in a minimum of 6 units; 1 unit for summer. I am not and will not be eligible to receive fringe benefits from SCC. I also agree to uphold the confidentiality clause of SCC, as stated in the Student Assistant Employee Manual. I will not divulge privileged information to other students, friends, and community members while on or off duty.

I have read and understand the online Student Assistant Employee Manual, Code of Confidentiality, and the RSCCD Sexual Harassment Policy. I understand that failure to follow the SCC rules, policies, Responsibilities and Guidelines of the Student Assistant Employee Manual, may result in the loss of my student assistant position. I also understand and agree to adhere to all of the terms and conditions and acknowledge that the negotiated wages are consistent with all federal and state regulations.

Signature: _____ Date: _____

Print Name: _____ Student ID No. _____