STUDENT EMPLOYMENT HANDBOOK
FOR NORTHWESTERN QATAR STUDENTS

2026-27

Northwestern | QATAR

Introduction: Student Employment Handbook

The Student Employment Program at Northwestern University in Qatar (NU-Q) provides on campus employment opportunities for undergraduate students. The program supports students seeking part-time employment while enrolled by offering opportunities to gain professional experience, develop transferable skills and earn income to support educational and personal expenses.

The mission of the Student Employment Handbook is to establish clear and consistent practices for undergraduate student employees and hiring supervisors. These practices support structured recruitment and onboarding processes and promote fair and effective employment standards across the University. The program aims to provide meaningful work experience through appropriate supervision, guidance and engagement.

Student employees and supervisors are expected to review this handbook carefully and refer to it as needed. This handbook serves as the primary resource for student employment policies procedures and expectations. Its purpose is to support a positive, productive and professional employment experience.

Any questions related to the student employment program should be directed to Student Employment Services.

studentfinance@qatar.northwestern.edu

Overview: Student Employment Program

The NU-Q Student Employment Program has been established by Northwestern to help students find employment to meet their daily expenses whilst providing work experience related to academic majors and interests. Full-time students may work up to a maximum of 20 hours per week while classes are in session and the rate of pay will be determined based on the job requirements. The salary for these positions is intended to cover expenses such as transportation, food, or other miscellaneous fees. Employment under the scheme is only available for NU-Q undergraduate students. Funds are paid directly to students and are intended to pay for personal expenses. NU-Q Work-Study funds are not credited toward students' invoices.

Awards are available to all current NU-Q students and are capped at $5,000 USD per six-month period (Jan-Jun and Jul-Dec) and a maximum of $10,000 USD per calendar year. It is not a guaranteed salary, but an earnings limit and can only be accessed through approved student employment opportunities. Students must devise a schedule with their employers based on this limit and their hourly pay to ensure that they do not exceed the limits for the designated semester/academic year. Students are responsible for finding their own work-study employment. Jobs are only available on-campus at Northwestern's Qatar campus and must/will be advertised under student jobs on the NU-Q website; please review the job responsibilities and contact the job listing department directly if you have questions.

Student Employment Eligibility

To be hired in a student employment position all of the following criteria must be met:

- Be an active Northwestern University in Qatar undergraduate student enrolled in courses
- Be legally eligible to work under Qatari and United States labor law
- Maintain a valid personal Qatari or United States bank account
- Meet all position specific hiring requirements

For first time student employees, it is a requirement to submit the required *Personal Data Form and Direct Deposit Form* and complete the assigned *Canvas training before commencing work.*

Seniors and Graduating Students

For graduating students, the final day of student employment is the last day of classes in the applicable academic year. Student employment is terminated at the conclusion of that day.
The cut-off dates are as follows:

- August graduates- Last day of summer employment
- May graduates-Last day of Spring semester classes
- December graduates- Last date of December employment

Remote Work, Journalism Residency, and Communication Exchange

Student employees are not permitted to work remotely. An exception may be granted for Research Assistants engaged in approved ongoing research projects. Students may not hold a student employment position at NUQ while participating in the Journalism Residency or the Communication Exchange Program.

Employment of Minors (Under 18)

In accordance with requirements issued by the Qatar Ministry of Civil Affairs and Housing, parental consent is required for the employment of minors. Minors are defined as individuals between sixteen and eighteen years of age. The Parental Consent Form can be downloaded from the website. Employment is limited to a maximum of twenty hours per week and no more than five hours per day.

Changes in Student Eligibility

If a student becomes ineligible for student employment the position must be terminated immediately.

Hours and Employment Term

Student employment is for a fixed term. Students may be hired for a period of six months on and if the position is ongoing, it must be readvertised at the conclusion of this period to ensure rotation and opportunity for other students. Research Assistants may be hired for a period of up to one academic year.

Any exceptions to the six-month employment term renewal must be approved by the Director of Business & Finance via email if the same student is to be hired for an additional time.

During an academic year student employees may work up to twenty hours per week. Students may hold multiple student employment positions within the University provided the combined hours do not exceed the weekly limit.

Hours during Summer and Winter Breaks & Fall and Spring Breaks

Students may work up to 40 hours per week during school breaks, subject to the six-month cap of $5,000. School breaks are defined as periods during the regular academic year when classes are not in session, but the building remains open. Students may not work when the university is closed unless it is for a specific approved research project.

Job Classification

Student employment positions are classified into four levels based on required experience, demonstrated skills and level of responsibility. Pay rates are fixed by level and apply across all student employment categories.

Level 1: Pay Rate - QAR 45

Entry level positions that require minimal prior experience. Duties are routine and performed under direct supervision. Tasks follow established procedures and require basic skills that can be learned on the job

Level 2: Pay Rate - QAR 50

Positions that require relevant prior experience or demonstrated proficiency in required skills. Duties involve independent task completion within defined guidelines. Positions may require familiarity with departmental processes tools or systems.

Level 3: Pay Rate - QAR 55

Positions that require advanced skills, substantial prior experience or specialized knowledge. Duties involve problem solving, judgment and coordination of tasks. Positions may support complex operations, projects or academic functions with limited supervision.

Level 4: Pay Rate - QAR 60

Positions that require a high level of technical proficiency or subject matter knowledge. Duties involve significant responsibility and are adept to fulfill the requirements of the job with minimal supervision.

Applicable Roles

Across all classification levels students may be hired in the following roles:

Research Assistant: Levels 1 to 4

Department Assistant: Levels 1 to 4

Library Assistant: Levels 1 to 4

Production Assistant: Levels 1 to 4

Peer Tutor: Levels 1 to 4

Peer Facilitator: Levels 1 to 4

Course Assistant: Levels 1 to 4

Job Descriptions and Conduct Expectations

Standard job descriptions for each student employment role are published on the University website. Student employees and supervisors are encouraged to review these descriptions prior to hiring. Supervisors may modify duties and responsibilities as needed to meet departmental requirements provided such changes remain consistent with the assigned job classification and pay level.

In addition to role-specific duties, all student employees are expected to maintain high standards of professional conduct. This includes reliability, accountability, respect for colleagues, University community, and compliance with all University policies, procedures and workplace expectations.

Compensation and Determination of Wages

Student employees are compensated on an hourly basis and paid biweekly. The biweekly pay dates and applicable cut off dates are communicated to all Northwestern University in Qatar staff and students at the beginning of each semester. Student employees are not eligible for benefits beyond their approved hourly wages.

Time Entry

Student employees must record all hours worked in the Workforce System by **Thursday at 5:00 p.m.** each week (an earlier deadline may be required due to holidays, so please check the timesheet cut-off dates for the applicable academic year) and submit their timesheets for supervisor approval. Late submissions or approvals may result in delayed payment.

Before approving a timesheet, supervisors must verify that:

- Dates and times entered are accurate
- Total hours are recorded correctly
- The time entry type is listed as Hours Worked

Amended Timesheets

Student employees may access only the most recent pay periods in the Workforce System. These pay periods align with established payroll cycles and cut-off dates. If hours are missed or not submitted by the deadline the student must coordinate with the supervisor to submit an amended timesheet in accordance with payroll procedures.

Hiring Process for Student Employment Positions

For each vacancy the hiring supervisor must create a job record in the Student Employment Application. The job record must include the job description, qualifications, method of outreach, term dates, expected weekly hours, and assigned employment level.

If a position is created at the beginning of a semester, supervisors are encouraged to notify the Student Finance Office representative to minimize delays due to high processing volume.

The Student Finance Office representative will post the position on the Student Jobs on Campus page. Positions must remain posted for a minimum of 5 days to support fairness and equal opportunity.

After selecting a candidate, the supervisor must enter the student's name in the Student Employment Application.

For first time student employees, the student must submit the *Personal Data Form* and Direct Deposit Form and complete the required *Canvas training*.

The Student Finance Office representative will process the job and notify both the supervisor and the student once the position has been approved.

Student employees may begin working only after the job has been fully processed and approved in the Workforce System. Work performed prior to approval is not permitted.

Student employment is limited to a maximum of 6 months or until the approved end date or until the student reaches the employment earnings cap of $5,000 whichever occurs first. Research Assistants may be hired for a period of up to one academic year.

To continue employment in a subsequent term supervisors must initiate a new hiring process by creating a new job record in the Student Employment Application. The position must again be advertised for a minimum of five days.

Supervisor Responsibilities

Supervisors are expected to support the professional development of student employees. Supervisors must provide an initial orientation and ensure that students are familiar with Student Employment policies including expectations for professional conduct, time entry in the Workforce System and the payroll cycle.

Supervisors are responsible for reviewing submitted timesheets for accuracy and approving them in a timely manner. Failure to review or approve time entries may result in delayed payment to the student employee.

Termination of Employment

Student employment is 'at will' and does not guarantee employment for any specified term. Either the student or the supervisor may terminate employment at any time. Upon termination the supervisor or the student must notify Student Finance so the position can be removed from the Workforce System.

Student Finance will not initiate termination except in the following circumstances:

- The student has reached the employment earnings cap of $5,000
- The student is repeatedly found in violation of Student Employment policies or the University's Code of Conduct, including but not limited to inaccurate time entry, falsification of records, breach of confidentiality, or failure to meet job expectations.
- The supervisor submits a request for termination with stated reasons after informing the student

Opening a Bank Account

All student employees are paid via direct deposit only. Cash payments and deposits made into accounts not owned by the student employee are not permitted. Student employees may select a bank of their choice.

Students who require documentation to open a bank account may contact Student Finance. Assistance will be provided in accordance with university procedures and applicable limitations.

Relevant Links

Student Jobs on Campus

Timesheet Amendment Guide

Workforce System (WFS)

Entering Hours in WFS

Direct Deposit and Bank Accounts

Bi-Weekly Cut-off dates and Pay Cycle