



STUDENT WORKER HANDBOOK

Welcome to Amarillo College!

This guide outlines what's expected of you in attendance, performance, and conduct. By working here, you agree to follow these standards.

Questions? Ask your supervisor or the Career & Employment Services office.

Eligibility & Work Limits

- Must be enrolled at AC and in good academic standing.
- Max **20 hrs/week** across all campus jobs.
- Cannot work during scheduled class times.
- Positions are **temporary, part-time, and non-benefits eligible**.

Attendance

- Be on time and ready to work.
- Notify supervisor in advance of absences/tardiness.
- Excessive no-shows or lateness may result in termination.

Performance

- Complete tasks accurately and on time.
- Follow supervisor directions and accept feedback.
- Limit personal phone/tech use while working.
- Keep the workspace neat and professional.

Conduct

- Treat students, staff, and visitors with respect.
- Follow college policies, including **FERPA confidentiality**.
- Professional dress required—no offensive, ripped, or inappropriate clothing.
- Alcohol, drugs, harassment, or discrimination are prohibited.

Ending Employment

Employment may end due to graduation, loss of eligibility, funding limits, resignation, or failure to meet expectations/policies. All college property must be returned.

Tip for Success: Communicate, be dependable, and make academics your top priority—this role is a chance to build skills for your career.