

## **ITIE STUDENT PERSONNEL GUIDELINES**

The guidelines for hourly students are as follows:

1. Funds may be requested for hourly paid students (undergraduate or graduate) at a rate of \$8-\$10 an hour.
2. Rate of pay will be determined by level of responsibility as described in the request, which identifies and thoroughly describes duties performed.
3. Funds may be requested for up to 20 hours a week for each student.

Please be sure to identify and thoroughly describe duties performed, rate of pay, number of students, and the number of projected hours for each student.