

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. Student should be enrolled in an undergraduate degree
3. Student should maintain a minimum GPA of 2.7
4. Student should not have less than 12 and more than 18 credit hours
5. Student should not to exceed 18 working hours per week
6. Student should have specific job related skills
7. Student should pass the departmental job interview
8. Student should register in PMU HR Department in order to avoid illegality issues with the Labor Office
9. Student will be compensated at an hourly rate of 15 S.R per hour
10. 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 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 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
14. Student must get a final approval form the Career Services Department to start working
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

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
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Notes: \_\_\_\_\_  
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Signature		Date	
Name			