

The University Seminars 2016-2017

RAPPORTEUR HIRING GUIDE

October 26, 2016

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Any questions or for clarification on any of the following guidelines, please feel free to contact Gessy directly

New Rapporteurs

- All new rapporteurs must contact The University Seminars office prior to commencing work with a seminar.
- New Hire: is a candidate who has not been previously employed by Columbia University. New Hires must complete several administrative forms including tax forms and an I-9 (Immigration) form either before or on his/her hire date. Be mindful of international students who may in addition need to apply for a social security number.
- Rehires and graduate students who hold other appointments at Columbia University do not need to fill out tax forms or an I-9, but he or she will need to fill out some administrative forms.

Hourly Rate for Rapporteurs

Service Year	Hourly Rate
First-Year	\$20/hr
Second and Third Years	\$25/hr
Fourth Year	\$27/hr

Special Note:

Timesheets are required at the end of each monthly pay period. Timely submission of timesheets will ensure that the student is paid for the work done in that period. Please be mindful of delaying the submission of final minutes to your rapporteur as this can delay a rapporteur's payment.

A Typical Rapporteur Reports 6 – 10 Hours of Work Per Seminar Meeting

Tasks	Hours
Seminar Meeting	2 - 3 hours
Seminar Dinner	2 hours
Finalizing Minutes and Upload	1 – 3 hours
Meeting Arrangements	1 – 2 hours

20 Hours Per Week Rule for All Graduate Students

- “During the academic year, students may not work more than 20 hours per week at paid pursuits. University and academic holidays must be observed.”
- If a graduate student holds a student officer appointment (e.g. DRAs, Teaching Fellows, Preceptors, etc.) he or she cannot work more than 20 hours per week in all positions.
- GSAS requires at minimum a 15-hour commitment from their student officers. For some SIPA and School of Social Work positions all 20 hours are required. Always ask potential students if they’ve received approval to do casual work in addition to their appointments.

Non-Student Casual Employees Limited to One Semester of Work

- A short-term casual employee performs non-exempt work for a limited period of time. (This excludes full-time and half-time Columbia University, Barnard College, and Teachers College students.)
- Casual employees are limited to 560-hours or 4 months of employment, whichever comes first in a 12-month period from hire date.
- Can hold only one position at a time.

Conferences

- The University Seminars will pay up to 20 hours of rapporteur pay for a conference from our general rapporteur budget.
- Additional hours will be discounted from the funds allocated to the specific conference.
- Note: “During the academic year, students may not work more than 20 hours per week at paid pursuits. University and academic holidays must be observed.”