

STOCKTON UNIVERSITY

PROCEDURE

Volunteer Assistants
Procedure Administrator: Associate Vice President for Human Resources Kesselman President

I. PURPOSE:

To describe the procedure to appoint volunteers to assist with the performance of University-related tasks or functions.

- A. Stockton University may accept volunteer assistance from qualified persons to perform University related tasks, projects, and activities.
- B. Utilization of volunteers by the University will not be cause for the reduction in status or termination of any employee of the appointing unit.
- C. Volunteers who wish to apply for a position with the University for any part-time, full-time, or temporary position, must do so through the University's applicant tracking system managed by the Office of Human Resources (OHR). Consideration will not be given to applications submitted by other means.

III. PROCEDURE:

- A. Volunteers will be selected by

- E. Dismissal of volunteers can be made by the unit supervisor/manager at any time without cause upon notification to the volunteer and the Office of Human Resources.

Review History:

	Date
Procedure Administrator	