

Guidelines for Temporary Assignment and Internship Classifications

95150 - Temporary Assignment (previously Intern)

This classification is to be used for hiring students prior to the semester beginning (converted to student assistant once enrolled) or to extend a student after they have graduated (to complete a project or summer work). This classification is to be used for short-term, temporary assignments only. Individuals assigned to this classification should be restricted to no more than a 6 month assignment. If extension or additional time is needed, some form of recruitment should occur (Office Pool or other staff position). This classification can be pooled.

95155 - Internship

Individuals assigned to this classification may extend beyond the 6 month period but should not be indefinitely ongoing – realizing that an internship may last through Fall and Spring semesters. This classification is to be used for temporary assignments only. This classification is to be used when the assignment is for the purpose of gaining experience that supports the individual's education/major. This classification can be used for non-UA students who are working at UA for a short-term internship assignment.

All other non-student temporary assignments should be recruited through the Office Pool.