

NOTE: WORKING DRAFT ONLY

M E M O R A N D U M

TO: Dr. John X. Jamrich, President
FROM: The Human Rights Commission
RE: Student Employment Services
DATE: January 8, 1970

Draw up a budget (one page) & send on to Jack. By design I have not specified rates they should reject.

We would like to recommend the establishment of a centralized student employment service which would better serve the interests of black students seeking part-time employment.

Further, we would request that this office be adequately staffed and provided with resources to insure that:

1. No discrimination be permitted in the student employment process because of race, creed or color.
2. All applicants for part-time jobs be required to register with the centralized student employment office.
3. This centralized office would make referrals for all on-campus jobs.
4. All applicants for on-campus part-time jobs would be notified by the on-campus employer within a seven day period following the interview relating to his acceptance or rejection as a specific candidate.
5. All conditions of employment such as wages, hours, qualifications and job description should be included as part of each job posting.
6. New listings of jobs would be posted each month and all registered candidates would be pulled from the file of those seeking employment after 30 days unless renewed by the applicant.
7. Applicants who are unable to secure a loan or grant due to the lateness of their application or a low grade point average should be given preference in seeking both on and off-campus part-time jobs.
8. Provision be made to employ black students in the proposed centralized student employment office.

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9. On-campus employers specify the maximum number of candidates to be interviewed for each job and the minimum number of applicants to be interviewed for any one job be set at three.
10. The on-campus employer be required to file statements with the central office on each candidate interviewed, indicating reasons for acceptance or rejection of the individual candidates.
11. The on-campus employer be informed of all policies, practices and responsibilities of the office.

~~We would appreciate your serious consideration of these requests.~~

KMF/ba

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Budgetary Considerations

(See attached