



The Universities

AT SHADY GROVE

To: USG Staff
From: Office of Human Resources
Date: April 29, 2021
Subject: Guidance on Student Recruitment for Fall

Dear Colleagues,

We have crossed the one-year threshold of the COVID-19 pandemic. As recently shared by the Executive Director, Dr. Anne Khademian and the Chief Operating Officer, Ms. Nico Washington, USG plans to be open as much as possible for the Fall semester. In the weeks to come, more detailed information will be shared with the campus community as it pertains to campus operations. This communication is specifically to provide guidance and information with regards to student recruitment for Fall.

At this time, there are no restrictions in place for hiring students for the Fall semester as well as the Federal Work Study (FWS) Program. Everyone on campus, including student staff will be expected to follow all safety protocols outlined by USG, including vaccine requirements as recently [announced](#) by the University System Maryland (USM) Chancellor, Jay Perman. We will continue to monitor and follow the guidelines of the CDC and all of the regulations of the State of Maryland and Montgomery County. We ask that departments build their staffing plans keeping in mind that campus operational plans may need to change based on public health guidance.

We ask department heads to complete and submit the [student recruitment form](#) to the Office of Human Resources to hire any student staff. It is incumbent for departments to ensure that they have funds available to support their request for student staff. Our office will continue to apprise you, should there be any changes in these guidelines.

For any questions, please do not hesitate to contact us.

Regards,

Nitshu

