



HUSTLEHUB@MAHSA

PLAYBOOK

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YOUR CAMPUS. YOUR HUSTLE. YOUR GROWTH.

MAHSA's Official Student Employment Programme
Talent Engagement Unit [TEU]

WHAT IS HUSTLEHUB?

HustleHub is MAHSA University's on-campus part-time work platform — exclusively for our students. It's designed to support those facing financial challenges; while helping you earn, grow, and contribute to the university community.

Whether you're assisting in the library, supporting events, or helping with IT – HustleHub is where your MAHSA hustle begins.



WHO CAN JOIN HUSTLEHUB?

Basic Requirements:

You must be:

- A Full-Time Student (Diploma, Degree, Or Postgrad) at MAHSA
- Have Completed At Least 1 Semester With A CGPA ≥ 2.5 (Flexible Based On Financial Need)
- In Good Academic And Disciplinary Standing



WHO CAN JOIN HUSTLEHUB?

Priority for Financially Needy Students:

CATEGORY

DOCUMENTS NEEDED

B40 Income Households

Salary Slip / BSH Documents

Zakat Assistance

Confirmation Letter From Zakat Authority

Orphan / Single Parent

Death Cert / Single-Parent Proof / Hardship Letter





HOW TO APPLY FOR HUSTLEHUB

STEP 1: FILL THE APPLICATION

- Complete the HustleHub Application Form via the Student Portal
- Upload required documents

STEP 2: WE REVIEW IT

The Talent Engagement Unit (TEU) will evaluate based on:

- Financial Need
- Availability Of Roles
- Your Fit With Department Needs

STEP 3: YOU'RE IN!

If selected, you'll get:

- An Appointment Letter
- Job Description + Work Schedule
- Departmental Assignment



You might work in:

-  Library Services
-  Campus Operations
-  IT & Tech Support
-  Admin or Faculty Offices
-  Event Crew



WORK HOURS & PAY @ HUSTLEHUB

CATEGORY

DETAILS

During Semesters

Up To 20 Hours/Week

During Breaks

Up To 40 Hours/Week

Pay Rate

Based On Hourly Rate
(As Per MAHSA HR Policy)

Payment Monthly

(Based On Attendance +
Supervisor Report)

Statutory Deductions

 No EPF Or SOCSO

Attendance

Clock-In Via HR System Or
Logbook

Absences

Inform Supervisor 24 Hrs In
Advance



CODE OF CONDUCT — BE A HUSTLEHUB PRO

AREA	WHAT'S EXPECTED
Professionalism	Be On Time, Respectful, Responsible
Dress Code	Smart Casual / Formal Based On Dept Guidelines
Confidentiality	Strictly No Sharing Of Internal Or Sensitive Information
Disciplinary	Misconduct = Warnings, Termination, And Loss Of Future Opportunities



CONTRACT, EXIT & RENEWAL

TYPE

POLICY

Termination

Poor Performance, Repeated Absences, Academic Probation, Or Misconduct

Resignation

One (1) Month Notice Via Formal Written Letter

Reapplication

You Must Reapply Each Semester – Priority To Top-Performing Hustlers



SPECIAL NOTE FOR INTERNATIONAL STUDENTS

Yes — international students can join HustleHub!

Your employment will be aligned with visa guidelines, and TEU will assist with any paperwork or special permissions needed.





FINAL WORD HUSTLEHUB ISN'T JUST A JOB.

It's Your Chance To Grow, Lead, Connect — And Build Something Bigger Than Just A CV.
You're Not Just Earning Money. You're Becoming Part Of A Community That Moves MAHSA Forward.

Hustle Hard. Hustle Smart. Hustle With Heart.



 **GET IN TOUCH**
Talent Engagement Unit (TEU)

 Email: teu@mahsa.edu.my

 Level 1, Unity Building / Student Central @ The Spine

 Mon–Fri | 9 AM – 5 PM