



**HUSTLEHUB @ MAIC**

**PLAYBOOK**  
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# **HUSTLEHUB@MAIC**

**YOUR CAMPUS. YOUR HUSTLE. YOUR GROWTH.**

MAIC'S OFFICIAL STUDENT EMPLOYMENT PROGRAMME

TALENT ENGAGEMENT UNIT [TEU]

# **WHAT IS HUSTLEHUB?**

HustleHub is MAHSA Avenue International College'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 college community.

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



# WHO CAN JOIN HUSTLEHUB?

## Basic Requirements:

### You must be:

- A Full-Time Student (Certificate, Diploma, or Degree ) at MAIC
- Have Completed At Least 1 Semester With A CGPA  $\geq$  2.5 (Flexible Based On Financial Need)
- In Good Academic And Disciplinary Standing

## 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

## 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**

<b>AREA</b>	<b>WHAT'S EXPECTED</b>
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 MAIC Forward.

**Hustle Hard. Hustle Smart. Hustle With Heart.**



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

 Email: [teu@maic.edu.my](mailto:teu@maic.edu.my)

 Level 4, Block A / Student Central

 Instagram: [@teu.maic](https://www.instagram.com/teu.maic)

 Mon–Fri | 9 AM – 5 PM