



STUDENT EMPLOYEE SUPERVISOR'S NEWSLETTER

August/ September 2010 Issue IV

What's New in Student Employment?

College Central Network

As of August 2, 2010, any student interested in applying for a student employment position must do so using College Central Network, www.collegecentral.com/morainevalley. Students must complete an application and save it to their computer or flash drive. Once the application is completed and uploaded on College Central Network, students can apply for any student employment position using the application. For complete detailed instructions on how students can apply, please [Student Employment Application Instructions](#). Applications will be sent directly to the supervisor's email address, with the subject of "Resume of...". Please make sure to check your Junk Mail, as some applications have ended up there. If you prefer to have another email address listed on the job position, please contact Nikki Payson, Server Administrator in Network Operations at extension 5780. If you decide to have a different email address listed, please contact the JRC so that we may update your posting. When you decide to hire, please send the student's application and Hiring Recommendation form to the Job Resource Center, S 202.



An informational orientation will be held for supervisors of student employees the following dates/times:

Dates/Times:

Wednesday August 18, 2010	10:00-11:00 a.m.	Location: S 223
Friday August 20, 2010	3:00 - 4:00 p.m.	Location: S 223
Tuesday August 24, 2010	11:00 a.m.– 12:00	Location: D 116
Friday August 27, 2010	3:00-4:00 p.m.	Location: S 223
Wednesday September 1, 2010	10:00-11:00 a.m.	Location: D 116
Friday September 3, 2010	12:00-1:00 p.m.	Location: S 223

***To RSVP for the informational orientation, please contact Laura Kockler at extension 5431 or kocklerl@morainevalley.edu**

Student Employment Orientations:

All new student employees **must** attend a Student Employment Orientation shortly after being hired. Students can sign up on College Central Network's Upcoming Events and Program section. The orientation should last approximately 1 hour and will count towards the student's hours. Please see below for the dates, times and locations for Fall 2010 orientations.

Thursday August 26, 2010	11am-Noon	D116
Friday September 10, 2010	2-3 p.m.	S223
Wednesday September 15, 2010	Noon-1 p.m.	S223
Wednesday September 22, 2010	4-5 p.m.	S 223
Wednesday October 6, 2010	11 a.m.– Noon	D116
Tuesday October 26, 2010	10-11 a.m.	A122
Tuesday November 9, 2010	1-2 p.m.	D122
Thursday November 18, 2010	11 a.m.– Noon	D116
Tuesday November 30, 2010	4-5 p.m.	S223
Wednesday December 8, 2010	Noon-1 p.m.	S223
Tuesday December 14, 2010	11 a.m.-Noon	D116



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Important Reminders:

1. Please make sure that all student employees are wearing their student employment IDs. All students should have received an ID holder at the Student Employment Orientation they attended. If they have lost theirs, please send them to the Job Resource Center, S 202, to obtain a new holder.
2. Work-study student employees can only work during the duration of the length of their course(s).

For example, for Fall 2010:

On-Campus Credit Classes

Start Date: August 23, 2010

End Date: December 16, 2010

*It is the responsibility of the department's supervisor to monitor the work study student employee's start date and end date. If student starts before their class begins or continues after their end date, the student will have to be **paid out of the department's budget**.

If you would like your work study student employee to work additional hours before their class starts or after their class ends, then you must contact the JRC to switch them to a budgeted student employee. Student employees can be paid from out of your department's budget. Just contact the JRC to inform us of the budget code.

3. Many student employment forms have been updated. Please use the updated forms which can be accessible from the Job Resource Center's website, www.morainevalley.edu/jrc or on the Intranet.

Upcoming Events

DeVry Tinley Park Career Fair

Tuesday September 21, 2010

10:00am- 2:00 p.m.

Fall Mock Interview Day

Wednesday September 8, 2010 2-5 p.m.

Moraine Business and Conference Center, Moraine Rooms, Building M

Must call (708) 974-5313 to pre-register

Resumes and Business attire required.

Fall Job & Internship Fair

Thursday September 30, 2010 2-5 p.m.

Moraine Business and Conference Center, Moraine Rooms, Building M

Open to students, alumni and community members

Supervisor/Student Employee Spotlight: To nominate a fellow Student Employment Supervisor or current student employee to be featured, please contact Laura Kockler at extension 5431 or at kocklerl@morainevalley.edu