



# STUDENT EMPLOYEE SUPERVISOR'S NEWSLETTER

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## Student Employment Forms-101

**Request for Student Employee**– Utilize this form when you must post a student employment position within your department. Make sure to have all signatures at the bottom of the document. The newly revised form for 2011-2012 academic year has been posted on the Student Employment webpage, [www.morainevalley.edu/jrc](http://www.morainevalley.edu/jrc) and on the Moraine Valley Intranet.

**Hiring Recommendation**– Once you have decided on the student employee(s) to hire, please complete this form and send it to the Job Resource Center, S202. No student can begin working until this form is received and all hiring paperwork has been completed from the student.

**Termination of Student Employment** – Complete this form when a student will no longer be employed within your department. If termination is due to insubordination, please include any supporting documentation.

### Job Resource Center Upcoming Events

#### Mock Interview Day

Wednesday September 14, 2011

2-5pm

Open to students, alumni and community member

Pre-registration and resumes required.

Call (708) 974-5737

#### Job & Internship Fair

Thursday September 29, 2011

2-5pm

Open to students, alumni and community members.

Professional dress & resumes required.

For more information, please visit

[www.morainevalley.edu/jrc](http://www.morainevalley.edu/jrc)

### Timesheet Reminder

A friendly reminder to enter timesheet information by the date & time due. With some issues with Colleague, we suggest entering timesheet information 3 day prior to date due to ensure any unforeseen complications. Please see below for the dates & times timesheets are to be entered by:

<u>Time Sheet Dates</u>	<u>Timesheet Due Date</u>
9/4/2011-9/17/2011	9/19/2011
9/18/2011-10/1/2011	10/3/2011
10/2/2011-10/15/2011	10/17/2011
10/16/2011-10/29/2011	10/31/2011
10/30/2011-11/12/2011	11/14/2011
11/13/2011-11/26/2011	T.B.D.
11/27/2011-12/10/2011	T.B.D.
12/11/11-12/24/2011	T.B.D.

Timesheets due by 10:00am on due date, unless otherwise noted.



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## Student Employee Spotlight

**Name:** Michelle Mackessy

**Program of Study:** Associates in Science: Radiology

**Department you are a student employee in:** I am a student employee in the Center for Disability Services department.

**How long have you been a student employee?** Since Sept. 2010

**Why did you choose to become a student employee?** I wanted to make the most of my college experience & I like to help others.

**What are some typical duties that perform within your department?** I am a tutor, I file, make copies for the brochures to be sent out. I cover the phones as needed. And any other miscellaneous details there may be I'm always glad to help out.

**What have you learned from being a student employee?** I think I have become more aware of the trials that people face who are diagnosed with a learning disability or a physical disability and are in college. I'm very impressed.

**Have there been any challenges you had to overcome as a student employee?** Time management skills are number one. And it's forced me to become more organized and responsible because many students are counting on me to be here every day to help them with homework or to study for a test.

**What are your greatest strengths that you bring to your position within your department?** I am understanding and encouraging.

**Best part of being a student employee?** It is definitely meeting new people.

**What advice would you give supervisors of other student employees that would help them have a successful student employment experience?** I would say that we are students first and to continue to help us grow and excel in any way possible so that we may pass on the knowledge that we learned from working at MVCC to others we encounter in the future.

**What advice would you give to other student employees that would help them have a successful student employment experience?** Take your job seriously and to take what you learn here with you for future experiences. College-life is what you make it!!