



STUDENT EMPLOYEE SUPERVISOR'S NEWSLETTER

June/July 2011 Issue IX

Surveys

Student Employee Survey

Student employees who attended the Student Employment Week Celebration Luncheon on April 16, 2011 completed a questionnaire on their student employment experience.

The students provided great feedback and suggestions. To view the questionnaire with responses, please click on the following link: [Student Employee Survey](#)

Supervisor Survey

All supervisors were emailed a survey to complete regarding the student employment process and supervisory experience.

We have received useful feedback and suggestions that we can use to further develop and enhance the student employment program. To view the survey results, please click on the following link: [Supervisor Survey](#). Thank you to all supervisors who completed the survey!

Removal of Student Employment Postings

On **Friday July 29, 2011** all student employment positions that are currently posted on College Central Network will be removed.

Since the academic year begins in August, supervisors needing to hire student employees for the 2011-2012 academic year, will need to submit a new *Request for Student Employee* form. These forms can be found on the Student Employment webpage of the Job Resource Center's website, www.morainevalley.edu/jrc

Once the JRC receives the form with all required signatures, we will post the position on College Central Network for students to apply.

When you have received enough applicants, please inform the Job Resource Center and we will expire your posting.

What's New In Student Employment

Over the summer we have worked on updating and enhancing the student employment documents, specifically the *Request For Student Employee* form. We have included on the request form a line for the "Direct Supervisor" and a separate line for a "Secondary Supervisor". This is to ensure the Job Resource Center has all individuals identified who will be supervising student employees and they will be added to the supervisor listserv to receive up-to-date student employment information and the bi-monthly newsletter.

For example, in the Job Resource Center, the Direct Supervisor is listed as Christine Chirillo, Departmental Assistant. The Secondary Supervisor is Pamela Payne, Director of the Job Resource Center. The person who will be directly supervising the student employee(s) should be listed as the Direct Supervisor.

If you have any questions regarding this change, please feel free to contact me at extension 5431.

Student Employment Forms

Request for Student Employee– Hiring supervisors complete to have a student employment position posted within the Job Resource Center.

Hiring Recommendation– Complete when interviews have been completed and a student has been selected for hire.

Emergency Contact– Student employee completes and supervisor makes it accessible within department in the event an emergency should arise.

Newly Hired Student Employee– Supervisors provide this to hired student employee to inform them of their next steps in the hiring process.

Notification of Returning Student Employee– Supervisors complete for a budgeted student-employee who has worked in the summer and will continue to work during the fall semester.

Work-Study Reminders

Work-study student employees may never work more than 20 hours a week. Work-study student employees cannot work over holiday breaks or Spring break. Furthermore, they can only work during the duration of the length of their course. Work-study student employees must be enrolled in at least 6 credit hours during the Fall, Spring and Summer semesters.

For example:

Fall 2011

Start Date: August 22, 2011

End Date: December 17, 2011

It is the responsibility of the department's supervisor to monitor the work-study student employee's start date and end date. If the student starts working 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, you must contact the Job Resource Center to switch them to a budgeted student employee.

The winner drawn from the Supervisor Survey is....

DOREEN O'BRIEN

Doreen supervises student employees working in the library/technical services department. Doreen received a gift card and balloons. Congratulations!



Pictured, left to right: Pamela Payne, Director- Job Resource Center, Doreen O'Brien, LRC Cataloging Assistant- Library and Laura Kockler, Job Resource Specialist- Job Resource Center