



STUDENT EMPLOYEE SUPERVISOR'S NEWSLETTER

October/November 2010, Issue V

What's In A Name

I hope that the semester is treating everyone well. Having just attended the National Association of Student Employment Administrators conference, the common theme across campuses is student employees devaluing the work they do. How can we, as student employment supervisors, help change that ideology? One way is to change how we label the students working in our departments. For example, do you have a student aide or a student employee? The past language used was student aide, but we have now transitioned to use the term *student employee*. Merriam-Webster online dictionary defines the word *aide* as a person who *acts as an assistant*, while the definition of an *employee* is *one employed by another usually for wages or salary*. In each Student Employment orientation, I talk to the students about how they play an integral role within your department and the campus. Our student employees are more than just students assisting; they are employees carrying out purposeful duties and tasks that help your department and the campus to function with more ease, while learning new skills. I discuss with the students how they will gain and enhance skills throughout their student employment that will be able to transfer to their future endeavors. Our student employees need to see themselves as contributors to the work that we do for other students, staff & various stakeholders. Change is challenging and habits are hard to break, but I would encourage everyone to make the term *Student Employee* the language used to describe the students working within your departments. I hope each of you find your experiences as a supervisor of student employment to be fulfilling and worthwhile this academic year.



College Central Network



We make every effort to inform students to use their Moraine Valley email address when registering on College Central Network to decrease the likelihood that their applications will be sent to your junk email. With that said, we still encourage you to check your junk email if you have not received any applications.

Additionally, while it is not required, we encourage supervisors to contact students who have applied for your student employee position and inform them of the status of their application. Students often wonder what happens after their application has been sent and if they supervisor has received it. If you have filled the position, you could respond via email, "Thank you for applying for the "your position title here" position. At this time, the position has been filled" or "Thank you for interviewing for the "your position title here" position. At this time we have decided to hire another candidate. We appreciate your interest in our department."

Background Check

A department that requires their student employees to have a background check completed for employment must have the student employee contact Human Resources to complete the necessary paperwork. Only after the background check results have been provided to the supervisor, can the student employee begin work. Furthermore, the Job Resource Center must be informed of the background check and a copy of the results must be provided to the Job Resource Center to be kept in the student employee's file.

Emergency Contact Sheet

Just as Moraine Valley employees complete an emergency contact information sheet, we encourage each department to have their student employees complete an [Emergency Contact Information](#) sheet to be accessible within that department if an emergency should arise.



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REMINDERS:

Work-Study Student Employment

As a reminder, work-study student employees cannot work after the last day of classes for the fall semester. The last day of classes is December 17, 2010. Any work-study student employee who is working after December 17, 2010 will not be paid for their work. If you would like your work-study student employee to continue working within your department after December 17, 2010 they must be placed under your departmental budget. To change your work-study student employee to be paid out of your budget, please contact the Job Resource Center at (708) 974-5737.



Student Employee IDs

All student employees should wear their student employment ID badge during each shift. Student employees receive an ID badge holder at the end of attending a student employment orientation session. If your student employee is in need of an ID badge holder, please send them to the Job Resource Center, S 202, where they can pick one up.

Termination Forms

If a student employee is no longer working within your department, please complete a Termination form and send it to the Job Resource Center. Termination forms can be found on the JRC student employment webpage, under the section for supervisors. These forms are needed in order to keep all student employment files current.

Upcoming JRC Events & Workshops

Internship Panel

11/4/2010 3-5 p.m. U111

How To Pursue an Internship

11/8/2010 4-5 p.m. S 223
12/6/2010 4-5 p.m. S 223

Interviewing Strategies

10/25/2010 Noon-1 pm S 223
11/10/2010 Noon-1 p.m. S 223
12/7/2010 4-5 p.m. S 223

Non-Traditional Careers: Choices & Opportunities for Men and Women

11/16/2010 Noon-1 p.m. A 172
12/2/2010 Noon-1 p.m. A 172

Resumes and Cover Letters that Sell You

11/2/2010 Noon-1 p.m. A172
12/8/2010 Noon- 1 p.m. B 264

Power Your Job Search With College Central Network

12/1/2010 4-5 pm S 225

These workshops are free and open to all students. Encourage your student employee to attend by registering on their College Central Network account, www.collegecentral.com/morainevalley.