



STUDENT EMPLOYEE SUPERVISOR'S NEWSLETTER

April/May 2011, Issue VIII, page 1

Work-Study Student Employment

Last Day to Work

As a reminder, work-study student employees cannot work after the last day of classes for the spring semester. The last day of classes is Friday May 20, 2011. Any work-study student employee who is working after May 20, 2011 will not be paid for their work.

If you would like your Work-Study Student Employee to continue working within your department after May 20, 2011, 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.

Applying for Summer Work-Study

Any student who may be thinking about working on campus this summer as a Work-Study Student Employee, must reapply for Work-Study for the summer semester. Once a student has registered for summer classes, they must go to the Financial Aid office to complete a form for summer work-study. If a student is eligible for summer work-study, the summer award should be on the student's MVCC student portal. If award information does not appear on their student portal, they can visit the Financial Aid office one week prior to the start of classes to get an update on the status.

Summer Credit Hour Change

Any student working over the summer as a work-study student employee must be enrolled in 6 credit hours.

Student Employment Orientations

Student employment orientations are mandatory for all first-time student employees. Student employees are expected to attend an orientation shortly upon hire. Below are the following upcoming dates:

5/17/2011	Noon-1:00	S 117A
6/14/2011	10:00-11:00	S 117B
6/30/2011	Noon-1:00	S 117B
7/12/2011	2:00-3:00	S 117B
7/28/2011	11:00-Noon	S 117B

Please have your student employee sign-up in the Job Resource Center, S202, or on their College Central Network account at www.collegecentral.com/morainevalley

End of the Semester Reminders

Evaluations

Evaluations were emailed on May 5th. Please complete the evaluation form, discuss evaluation with student employee(s), provide student employee(s) with a copy and send the Job Resource Center a copy to be put in the student's file. The evaluations are an excellent opportunity to discuss with your student employee their strengths and any areas that may need improvement. Please complete evaluations by May 20.

Termination Forms

In efforts to maintain accurate and up-to-date student employment records, please complete a termination form for any student employee who will not be continuing their employment over the summer. Termination forms can be found in the supervisor section of the student employment webpage.

National Student Employment Week: Celebration Luncheon

To celebrate our student employees' successes and achievements, the Job Resource Center at Moraine Valley Community College organized and held a Student Employment Celebration Luncheon to culminate National Student Employment Week. Employing around 300 students each year, this year's nominations more than doubled from last years. Invitations were sent out to all student employees and supervisors, food was catered and the nominees were prepared with brief speeches.

The theme that resonated throughout the luncheon was the "Power of One"; one person making a difference. Job Resource Center Director, Pamela Payne, stated that student employees have the opportunity to make a difference not just within their departments, but throughout the college with the exemplary work they perform and their interactions with students, staff, faculty and members of the community.

On Friday, April 15, 2011, Martin Papa was announced as the 2011 Student Employee of the Year. Working in the Photo ID/Admissions office for the past 1 ½ years, his supervisor Ryan Budds nominated him for his "non-stop kindness and dedication to his work." Ryan also noted in Martin's nomination letter that the Admissions Office's "success as a department can be directly linked to Martin's efforts in everyday occurrences like preparing documents for mailing, general maintenance around both work areas, and his volunteer efforts at events like College Night and numerous faculty in-service days." Martin's dedication, initiative, leadership and willingness to go above and beyond solidified him as Student Employee of the Year. Honored to be the recipient of the Student Employee of the Year award, Martin said that attending college and working on campus is one of the best experiences of his life.



2011 Student Employee of the Year, Martin Papa is congratulated by his supervisor Ryan Budds. Martin works in the Photo ID/Admissions Office.



2011 Student Employee of the Year Nominees (left to right): Mariam Khanani - Student Life/ Judicial Affairs Office, Jowan Zeidan - Multicultural Student Affairs, Yasmeen Hamarshah- Foundation Office, Laura Joy - Fine Arts, Aaron Lopez- Academic Skills Center, Jameel Shukair, America Reads Program: Dorn Primary School, Martin Papa- Photo ID/Admissions Office

