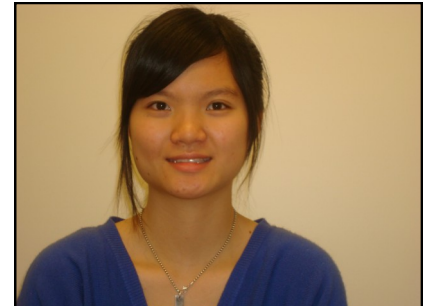


## NATIONAL STUDENT EMPLOYMENT WEEK



April 12-16 was National Student Employment week. This week was set aside as a week for colleges and universities to celebrate all student employees and their successes. On Friday April 16, 2010 the Job Resource Center hosted a Student Employment Appreciation from 12:00-1:30pm outside S208. Refreshments were served and student employees were able to enter their name to win a raffle prize.



Siu Nuk (Katrina) Luk (pictured right) was the raffle prize winner. Katrina is from Hong Kong and completed her first semester at MVCC. She is a student employee in the Testing Center where she is responsible for filing, arranging folders and assisting students in the Compass test. Katrina was surprised and appreciative of an entire week being set aside to recognize student employees.

Many departments showed their appreciation for their student employees throughout this week. The Center for Disability Services recognized their student employees on Wednesday April 14, 2010 with an array of appetizers, sandwiches, desserts and soft drinks. CDS reported that a good time was had by all!





# STUDENT EMPLOYEE SUPERVISOR'S NEWSLETTER

May/June 2010 Issue III, page 2

During National Student Employment Week, the JRC conducted a survey, asking student employees questions regarding their student employment experiences. Below are some of the questions and the answers with the number of students with that response.

**The #1 reason why I choose to pursue student employment was:**

- To enhance my resume (10)
- Convenient (3)
- Money (5)
- Develop/enhance my skills (10)

**I enjoy my student employment experience:**

- All of the time (21)
- Most of the time (7)
- Never (0)

**I would like my supervisor to:**

- Give me more responsibilities (16)
- Be more flexible (1)
- Set clear goals, roles and rules (3)
- Provide regular feedback on my work performance (7)
- All good (1)

**The thing I like least about being a student employee is:**

Because we are student aides, I feel we are not treated as equals in our job; Do not have a specific desk area; The tedious/no skill required tasks; People not communicating as well as they should; Not enough hours; Sometimes we get a lot of students and we're really busy; Colors of uniforms

**The best part of being a student employee is:**

The variety of jobs I do; Everyone's so helpful and nice; Meeting people; Getting to know more people on campus and keeping busy; Have good bosses and colleagues and learn things other than the textbook; Developing independence; Learning new skills; Convenience, working with fellow students; Improve my English skills and some other skills; Everyone that I work with is super nice; Knowing that I help my department when it is needed; Getting to know your peers; It works very well with my school schedule; Learning more about the campus; Helping people work in the lab and passing on my knowledge of various subjects to help them; Being able to help others; My job allows me to be interactive with students on a regular basis; Being able to work at school.



# STUDENT EMPLOYEE SUPERVISOR'S NEWSLETTER

May/June 2010 Issue III, page 3

## STUDENT EMPLOYMENT REMINDERS:

- Please remember to complete any **Termination forms** when your student employees are no longer working within your department. Forms can be found on the Intranet, as well on the JRC's website under Student Employment.
- Starting July 7, 2010, students will be utilizing the **College Central Network (CCN)** system to apply for Student Employment positions. Detailed information will be sent to all supervisors before the start date, to explain how the process has changed for our *students*.

### Understanding Work-Study Student Employment

Work-study student employees must meet the same eligibility as budgeted student employees with a few additions. Please see the following:

1. Student must be enrolled at least half-time at MVCC— (Fall and Spring semester, 6 credit hours and Summer Break, 3 credit hours)
2. Work study student employees can only work during the duration of the length of their course(s).

For example, for summer 2010:

<b>Three-week pre-session</b>	<b>Start Date: May 24, 2010</b>	<b>End Date: June 13, 2010</b>
<b>Eight-week session</b>	<b>Start Date: June 14, 2010</b>	<b>End Date: August 6, 2010</b>
<b>First four-week session</b>	<b>Start Date: June 14, 2010</b>	<b>End Date: July 11, 2010</b>
<b>Second four-week session</b>	<b>Start Date: July 12, 2010</b>	<b>End Date: August 6, 2010</b>

\*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.

## SPOTLIGHT

Do you have an outstanding student employee that you would like to spotlight in a future newsletter? Do you have any best practices that you would like to share? Please contact me at [kocklerl@morainevalley.edu](mailto:kocklerl@morainevalley.edu) to be included in future newsletters.