

# Meaningful Student Employment Information for Employers

*Presented by*  
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# Introduction & Overview

- ▶ Angela Stillwagon, Career Services
  - ▶ Meaningful Student Employment
  - ▶ Benefits to Employers and Students
  - ▶ Core Competencies for Employability
  - ▶ Supervising
  - ▶ Posting Jobs
- ▶ Tristan Sewell, Financial Aid
  - ▶ Work-study
  - ▶ Paperwork
  - ▶ Timecards
  - ▶ Mandatory Trainings
- ▶ Questions?

# Student Employment

- ▶ The student employment program at Montana Tech has three primary purposes:
  - ▶ To provide students with a source of financial support
  - ▶ To furnish valuable work experience to complement their academic pursuits
  - ▶ To help carry out the daily operations of the university
- ▶ The Montana Tech Student Employment Policy and Guideline is available [online](#)

# Benefits to you and to your students

## ▶ Supervisors

- ▶ Assistance with projects and tasks
- ▶ Fresh ideas and skills
- ▶ New perspectives

## ▶ Students

- ▶ Flexibility (work between classes)
- ▶ Gain mentors/build references
- ▶ Gain transferrable skills

# Meaningful Student Employment

- ▶ Help students prepare for careers
  - ▶ Build resume
  - ▶ Develop core competencies
  - ▶ Develop relationships
  - ▶ Develop networking skills
  - ▶ Develop new job skills
  - ▶ Find value in menial tasks

# Core Competencies Employers Expect

- ▶ NACE Definition of Career Readiness
  - ▶ The attainment and demonstration of requisite competencies that broadly prepare college graduates for a successful transition into the workplace
    - ▶ Critical Thinking/Problem Solving
    - ▶ Oral/Written Communication
    - ▶ Teamwork/Collaboration
    - ▶ Information Technology Application
    - ▶ Professionalism/Work Ethic
    - ▶ Career management
    - ▶ Global/Intercultural Fluency

<http://www.nacweb.org/career-readiness/competencies/career-readiness-defined/>

# Supervising

- ▶ Communication is critical
  - ▶ Take the time to train and provide an orientation
    - ▶ Keep in mind the different learning and communication styles.
- ▶ Set clear expectations and deadlines
- ▶ Develop a policy and training manual
  - ▶ Or, have an established student employee create it as a meaningful project

# Posting Student Jobs

- ▶ Post through [DIGGERecruiting](#), why?
  - ▶ Equal opportunity
  - ▶ 872 students in DIGGERecruiting are interested in working on campus!
  - ▶ Review resumes & manage multiple jobs online
  - ▶ Specify application instructions or have students apply online. Specify work-study requirement
  - ▶ Request a resume (benefits you and the student)
- ▶ Interview appropriate applicants
- ▶ Provide candid feedback to declined students
- ▶ Hire with appropriate paperwork (confirm work-study eligibility with Financial Aid)



# Employment Forms & Considerations

- ▶ Tristan Sewell, Financial Aid
  - ▶ Work-study
  - ▶ Paperwork
  - ▶ Timecards
  - ▶ Mandatory Trainings

# Work-study vs. Non-Work-study

- ▶ Some departments have a budget to pay student employees
  - ▶ These departments can hire non-work study or work-study students.
- ▶ Departments with no student employee budget line can hire work-study students
  - ▶ Work-study is a federal student aid program that provides part-time employment while a student is enrolled in college to help pay education expenses.

# Paperwork

- ▶ If the student has never worked on campus, he or she must come by Enrollment Services, MG 207, to pick up the new student employment packet.
- ▶ If the student has worked on campus or is currently working on campus, a new student employment certification form must be completed.

# Paperwork (continued)

- ▶ New student employment packet:
  - ▶ Student Employment Policies form
  - ▶ Montana Tech Student Employment Certification form
  - ▶ Form W-4
  - ▶ Form I-9 (student must present acceptable form(s) of identification from the Department of Homeland Security's Lists of Acceptable Documents)
  - ▶ Decedent's Warrants (optional)
  - ▶ Equal Employment Opportunity (optional)
  - ▶ Statement of Selective Service Registration Status
  - ▶ Employee Authorization for Electronic Payroll Deposit (optional)
- ▶ Student employees are not allowed to begin working until all necessary paperwork is complete and turned in.

# Timecards

- ▶ Timecards have a new look!! Old timecards will not be accepted.
- ▶ Pre-printed timecards are sent to the hiring department once completed paperwork has been processed.
- ▶ The student employee pay period is the 19<sup>th</sup> of the month through the 18<sup>th</sup> of the next month. Students are then paid on the 1<sup>st</sup> day of the following month.
- ▶ All timecards are:
  - ▶ To be completed in ink, signed by the student employee and supervisor.
  - ▶ Only accepted if delivered by the supervisor, administrative associate, or other campus official. Timecards will be accepted from a student only if they are sealed in an envelope signed by the supervisor.

## Timecards (continued)

- ▶ An “X” in a box means that specific date is not relevant to that pay period.
- ▶ An “H” in a box indicates that day is a holiday.
- ▶ Students should use the quarter system when filling in hours on their timecards and hours should be totaled by the student and supervisor prior to submitting the timecard.
- ▶ GTA and GRA student employees should write “All Requirements Fulfilled” or similar language over the boxes.

# Mandatory Trainings

- ▶ Americans with Disabilities Act and ADA Amendments Act for Higher Education
- ▶ Discrimination and Harassment Prevention for Higher Education
- ▶ FERPA for Higher Education
- ▶ Preventing Discrimination and Sexual Violence Plus: Title IX, VAWA and Clery Act for Faculty and Staff

The background features a dark blue, almost black, trapezoidal shape on the left side, which tapers towards the right. To the right of this shape, there are several overlapping, semi-transparent green shapes in various shades, ranging from a dark forest green to a bright lime green. These shapes create a layered, geometric effect. The overall composition is modern and minimalist.

Any Questions?



# Thank you!

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