

# Student Employment

## National Student Employment Week

Whew! National Student Employment Week has come and gone. We would like to give a huge thank you to all participating supervisors and departments. Through the things we heard in person and saw in e-mail and social media, it looks like we had some great celebrations around campus! Our Student Employment Appreciation Celebration and Awards reception saw its largest turnout ever and was a great success. 267 students and their supervisors attended the Student Employee Appreciation Reception. Thank you for being a part of making last week special, and please be on the watch for who to nominate and how to celebrate next year!

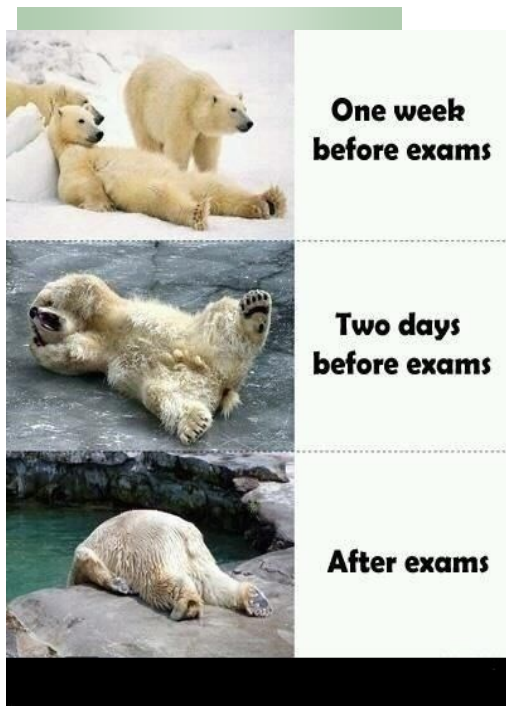


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## Special points of interest

- Student employee performance evaluation form
- Policy snapshot—Summer scheduling limitations
- College work study
- Job posting
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## Reading Day and Final Exam Scheduling

Every semester the question arises during finals week about whether supervisors should avoid having their students working during regularly scheduled classes, final exam schedules, or both. Also, what about reading day? Here is the definitive answer:

### Reading Day – May 3rd:

This day is devoted for students to read and study in preparation for final exams. If your students feel that they need the time to study, remember that their education comes first. HOWEVER, yes, students are allowed to work on Reading

Day. There are no classes or finals on this day, and so students are permitted to work as needed.

### Final Exam Schedule – May

**6th–May10th:** Supervisors only need to avoid having their students work during posted exams, not regular semester schedules. Again, you do not need to follow regular semester class schedules during finals week. Please obtain a copy of your student's exam schedules and plan accordingly. Some exams may be online or during an open window of time. Please coordinate such exams with your students so that there is a clear understanding of when they will be expected to work. Again, education comes first.

***“You do not need to follow regular semester class schedules during finals week. Only follow the finals schedule.”***

## Student Employee Performance Evaluation

A great way to promote growth, professional development, and to prepare students for work after college is to engage with them in the performance evaluation process. You may use the template provided on the Supervisors Guide of the Career Center website or click [here](#). You may be using a different rubric or evaluation if you are involved with Career Connect or a for-credit type internship. However, feel free to use this template as appropriate.

## Students Working During Class

During the current school year we have had over 5300 incidents of students working during scheduled class time. Unfortunately, this has created some issues not only for the individual departments and students, but also for the student employment program as a whole.

I realize that a lot of the incidents recorded could be due to error in scheduling or class schedules not being updated, so we all have to find a better way of insuring that we stick to the policy in order to help our students achieve academic success.

Please email or call me if you have any suggestions on how we can make this aspect of student employment more efficient.

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## Quarterly Student Spotlight Winner

McKenzie Fontenot

Department of Technical Communication - UNT Denton Campus  
Technical Communication Lab Assistant

Here's what Kenzie's team members had to say about her!

"Since joining our team of lab assistants, Kenzie has been one of our lead producers of instructional support materials. In addition to regular position duties, Kenzie has developed troubleshooting guides, redesigned department brochures, scripted and filmed multiple help videos, developed forms that improve lab workflow, and updated many documents to fit our style guide."

"This individual is one of the most intellectually gifted young people I have ever met with an outstanding work ethic to match. She is a double major in Biochemistry and Math and also a double minor in Biology and Physics. Despite this heavy course load, she manages to deliver some of the most personal and meaningful customer service experiences to our patrons. On two separate occasions we've had to adamantly convince her to miss a shift after being hit by a car and bit by a dog."

Who can be nominated? Any **current** UNT student serving as an employee, intern, or volunteer may be nominated.

What is the nomination process? To nominate a student, please follow this link: [Quarterly Student Spotlight](#). Nominations will be reviewed and narrowed down by a committee within the UNT Career Center, and then a student panel will choose the final winner each quarter from among the finalists. The winner will be spotlighted through several outlets including the Student Employment Newsletter (sent to On-campus supervisors), the UNT Career Center website, and through email announcements.

What will the winner receive? The individual student as well as the employer/ department will receive recognition through the resources mentioned above. Also, don't forget bragging rights! Lastly, the winner will receive some UNT Career Center swag! Priceless.

## Policy Snapshot

### Hour Limitations

As Finals approach, we know that you may have questions regarding hour and scheduling limitations for Summer. Please see details below:

Student Assistants – regular (1710): may work up to 40 hours per week during the summer

Work Study—(1713/1723/1753): Summer work study is available for students taking 6+ credit hours. Financial Aid may offer more assistance with questions pertaining to Work-Study.

Summer work-study students are still limited to no more than 20 hours per week.

Spring Work Study students that are not taking classes in the summer may be converted to student assistant- regular (1710) for the summer and work up to 40 hours.

Please note, in this case your department would be 100% responsible for the funding for the duration of the summer.

International Students— may work up to 40 hours if they are not taking classes in the summer. Otherwise, they are still limited to no more than 20 hours.

## College Work Study

Departments interested in learning more about the College Work-Study Program may visit the following: [Work-Study Information for Departments](#). Compared with regular hourly employment, this program offers a definite advantage to a participating department. A department is charged only 30% of the student's gross earnings and can receive 100% federal funding to cover gross earnings for any student employed as a reading or math tutor. This adds up to a substantial savings for the department.

## Job Posting Reminder

If your job has been closed longer than 30 days in Handshake, please do not re-open the job to pended status. Instead, use the copy/duplicate job feature in Handshake and receive a new job ID.

## Student Employee of the Year

The supervisor for this year's award winner wrote that the nominee "goes above and beyond to ensure that everything in the program runs effectively and efficiently and even helped me when I made a mistake. The nominee is the first one in and the last one out which has made the program run without a hitch or a hiccup."



Ipinoluwa "Ipi" Adedokun

Other professional staff members in the nominees department state that in all of their decades of experience, they have never met an individual who is more qualified or efficient as the nominee is and their uniqueness is unmatched by anyone they have ever seen. Not only has this year's winner made an impression on everyone in the department, but visitors and staff at other universities often express how much they enjoy this nominee's personality and work ethic and are very jealous that this individual works for UNT and not them.

Aside from the amazing contribution to the department and UNT campus community, this year's winner has created nonprofits that have raised over \$25,000 for local and national charities while also hosting campus events to raise awareness of important issues. In the words of the supervisor, "I frequently tell this individual that I will work for him one day and I truly believe it. I am honored to be their supervisor."

## Intern of the Year

This year's Intern of the Year works out of the Libraries Office of Innovation and Commercialization. According to this nominee's supervisor, this intern has proved to have a greater level of personal and professional responsibilities than many who have been in a career setting for a number of years.

The nature of the work requires a high level of technical knowledge and critical thinking skills and this intern consistently goes above and beyond to not only gain knowledge, but share it as well through reports and marketing material suitable for both technical and non-technical audiences. This intern also serves as a mentor to other interns and proved beyond a doubt capable of mastering the skills necessary and the confidence to be a significant member of the team. “



Sidney Hartz

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*“Congratulations to all of the nominees and winners and once again, thank you student employees for all that you do for UNT and the community. We couldn't not do it without you!”*

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## Outstanding Student Employee

This year's Outstanding Student Employee works as a Marketing Assistant 2 at the Union. This employee jumped right in to the job for the very first day and has been a huge contributor to the department and the successful marketing campaigns.

According to this employee's supervisor, the nominee, “has been the most dependable employee ever supervised over the 8 years the manager has worked here. The nominee's strength in content development, research and analytics has elevated the entire department and has left a mark not only on the department but on the university as a whole.”



Emily Ann Meagher



# Student Employee Appreciation Reception





How we celebrated our students around campus



#### The Career Center

##### Vision Statement

Empowering students and alumni to identify and achieve individual goals for career success.

##### Mission Statement

Design and deliver high quality career services to UNT students and alumni through collaboration with campus, local and global partnerships.

## Supervisor Trainings offered

### Supervisor Trainings

If you have not yet attended *Student Employment and Work Study Policy Overview for Supervisors*, you can sign up on the new learning portal ([mylearning.unt.edu](http://mylearning.unt.edu)). This training must be completed every two years by all staff and faculty who supervise hourly student employees. It covers policy changes and student employee management best practices.

Upcoming dates: **April 25th.**

We also offer a training for those that are new to supervising student employees: *New Student Employee Supervisor Training*. Registration is available on the new learning portal ([mylearning.unt.edu](http://mylearning.unt.edu)).

Upcoming training date: **April 26th.**

### Supervisor Resources

Where can you find helpful policies, templates, FAQ's, and Eagle Internship information? Check out the [Supervisor's Guide](#) portion of the Career Center website.

#### Career Center

1155 Union Circle #310859  
Chestnut Hall #103  
Denton, TX 76203

Phone: 940-565-2105  
Fax: 940-565-4376

## Student Trainings offered

### Hourly Student Employee Orientation

*Hourly Student Employee Orientation* is available online (Click [Here](#)). UNT policy 05.025 Employment of Students for Hourly Positions states that “*hourly student employees must attend the orientation within the first 30 days of employment*”

### Request a Training for Your Student Employees

Could your student workers use a reminder about appropriate customer service and soft skills? [LeAndra DiNicola](#), Student Employment Coordinator, offers multiple trainings geared towards students including: “CASA (*Creating a Service Attitude*)” and “*Soft Skills Training*”. Students may register through Handshake. Other trainings are offered by request.



***Do you want to brag about your fabulous student employees? Or maybe you have a story or idea you'd like to share? Please contact [LeAndra DiNicola](#) at the Career Center to submit your request.***