

# Student Employment Holiday Edition

## Student Employment — Our Pledge and Our Beliefs

### Pledge=Promise

As the advocate and voice for all students employed on campus, we pledge to make the experience of student employment as rewarding and convenient as possible in order to prepare students for careers in a rapidly changing world.

The Student Employment Team, along with an integrated effort with faculty, staff, and other campus partners serves to provide opportunities for UNT students to learn valuable transferable skills while gaining necessary funding to continue their education. Through policies, procedures, and best practices, we pledge to facilitate a mutually beneficial exchange of skills, education, and service for student employees, supervisors, and the UNT community.

### Beliefs=Why

**We believe** student employees are an invaluable asset to the UNT community and its daily operations.

**We believe** student employment is seen as another aspect of the student's educational experience.

**We believe** student employees will benefit most from a holistic learning environment.

**We believe** that student employees will develop skills of professionalism and marketability as they prepare for careers after graduation.

**We believe** the contributions of student employees significantly affects the success of the university in attaining the central mission.

**We believe** the student employment journey prepares students to be educated and enlightened citizens who lead productive and meaningful lives.



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### Career Center

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

Phone: 940-565-2105  
Fax: 940-565-4376  
E-mail: [Career.center@unt.edu](mailto:Career.center@unt.edu)

## Hourly Student Employee Orientation

is available online (Click <https://careercenter.unt.edu/resources/new-student-employee-orientation/> ).

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*

## Why A Pledge and Beliefs Statement?

On the front page you will notice the Student Employment Teams Pledge and Beliefs for our department. We literally were sitting around drinking coffee and red bull (not together) and started mind-mapping where we want to take Student Employment and the Pledge and Beliefs is what transpired. We wanted to share this with you because that is who we are as a team. We are here because of the students and for the students. We have a very strong desire to move Student Employment on this campus in a directions that allows the student to grow personally and professionally which will benefit not only your departments, but the entire UNT Campus.

OUR PLEDGE IS OUR PROMISE AND OUR BELIEFS ARE OUR WHY'S

## Winter Break Work Hours

Student Assistants – Regular (1710): May not work more than a total of forty (40) hours per week between long semesters (Fall/ Spring). Policy 05.025

College Work-Study students:  
May not work more than twenty nine (29) hours per week between

long semesters (Fall/ Spring).  
Policy 05.001

International Students:  
May work up to full time (40 hours) during winter break, unless enrolled in Winter classes then they must maintain 20 hours per week. This includes online classes

**PART  
TIME  
SUPER  
HERO**



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*Caption describing picture or graphic*

## Student Employment Semester Numbers

### Totals for the fall semester 2019

On-campus student jobs	7180
Student Employees Working	5993
Background Checks Processed	1808
ePAR Processed	5194
I9 Verification Appointments	1454
Student Employment Appointments	150



### 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.

### Who can answer my student employment questions?

As we are moving toward becoming the “one stop shop” for everything student employment, we are getting a lot of questions. LeAndra and I each have our individual expertise so please look at the list below and contact the person best fit to answer you

**LeAndra**-Handshake, ePAR, Job Postings

**Patricia**-Policy, Procedures, Terminations, Disciplinary Issues, I-9s, Federal Documentations

## Supervisor Resources

### 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.

Where can you find helpful policies, templates, FAQ's, and Eagle Internship information? Check out our student employment resources <https://careercenter.unt.edu/channels/student-employment/> portion of the Career Center website.

## Work Study Program

Per University [Policy 05.001](#), departments are encouraged to provide eligible students the opportunity to earn money for education expenses by hiring them in college work-study (CWS) positions. A CWS position is funded in whole or part by federal or state funds based on a student's financial need. Student eligibility to receive a CWS offer is determined by financial need. Review the [College Work-Study Reference Manual](#) to find out more about the CWS Program. Contact [collegeworkstudy@unt.edu](mailto:collegeworkstudy@unt.edu) with any questions or request an overview.

*Happy Holidays!*

