



Student Employment New Year Edition

With the New Year, we have all made resolutions and heard things like with the New Year there will be new changes. Well, I can tell you that I too made personal resolutions, and broken them already (Twinkies are my downfall). But I am excited for the New Year New Changes and wanted to share some of the things happening with student employment that will be changing over the course of the semester and summer

Guidelines and Procedures: We are in process of writing guidelines and procedures (such as student employee coaching, disciplinary action, and terminations) that will hopefully help all of you with situations that are uncomfortable or that you haven't been really given guidance on before.

COMPASS Training (formerly CASA): We have completely redone our Supervisor and Student training and will be rolling them out to every department over the coming weeks. We are coming to you! We are going to be offering trainings in your departments (maybe at department meetings?) and one open to everyone on a weekly/bi-weekly period.

Applications/Onboarding: We are in process of updating Student Employment Applications to make them much more user friendly and also working with HR-System to update the onboarding to make that a much smoother process as well

I just wanted to thank you all for your continued support of the Student Employment Team and our Student Employees. Our Pledge and Our Beliefs we stand by and we are slowly changing the behind the scenes issues so we can continue to enhance the Student Employment Experience at UNT and we couldn't do it without you!

Patricia.

Inside this issue

College Work Study.....	2
Student Perspective.....	2
Part-Time Super Hero	3
SEOTY Ideas	3
Pledge & Belief.....	4
Trainings Offered	4



Students Working During Class

- Thank you for helping us continue to reduce the number of incidents across campus.
- As previously emphasized, this is not a new policy but the auditing of it has been a renewed area of focus. (policy 05.025 and policy 05.001)

Best practice: Reiterate the student employment policy early & often. Keep an updated copy of the student's class schedule in the student's file and also ask for their final exam schedule when the time comes. The student should be giving you a new schedule when any changes are made. Please note, some classes may have different 1st weeks or alternating schedules. If this is the case, please work with the student to understand true availability times.

College Work Study (CWS)

Friendly Reminders from Your College Work-Study Team

- Time to switch CWS ePARS from Fall to Spring as early as 01/01/2020 or as late as 01/16/20
- Departments are encouraged to provide eligible students the opportunity to earn money for educational expenses by hiring them in college work-study eligible positions

Not sure if a student has work-study or is eligible? Send us an email at collegeworkstudy@unt.edu and we will review the student for you

Spring Weekly Work Hour Limitations

Student Assistants – Regular (1710): May work up to 25 hours per week

Spring Work Study students (1712/1722/1752): May work up to 20 hours per week

International students: May work no more than 20 hours per week (subject to terms of visa/work authorization)

SPRING Normal weekly hour limitations will resume Sunday, January 12th

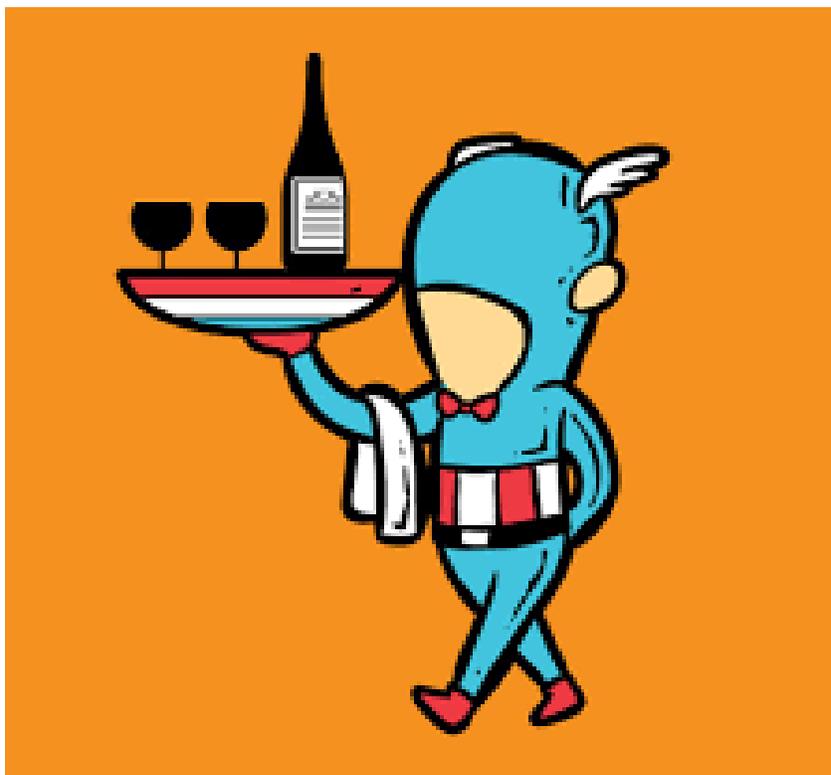


A Student's Perspective

Being a Student Employee at the University of North Texas means having a flexible schedule around your academics, a team that shows constant support, and growth both as a student and a professional.

Since we begin training for our respective positions, we are taught how to handle unexpected situations and ways to handle our workload along with school. Not only that, but we are constantly reminded that academics comes first and those around us will do anything in their ability to ensure we succeed in our current courses. Of course, there are situations where high-stress is present, but we are all well aware that our team has our backs and are there to help split the work amongst each other. For example, during the beginning of the semester, thousands of students pile into the front desk of the Career Center and those on-duty begin splitting up check-ins and do their best to get students the help they need in a matter of minutes.

Overall, my time as a Student Employee has enriched my overall experience as a student at UNT because of the great bonds I have created throughout my time here.



Part-Time Super Hero

Part-Time Super Hero

What or who is a part-time super hero? It's our student employees of course!

Think about this for a minute. UNT has a student population of over 39,000. We have about 1400 faculty and staff. There is no way we could do everything that needs to be done to service our student population without the aid of our amazing student employees.

This past fall 5993 students filled 6718 jobs. These jobs include graduate positions all the way to dishwashers. There are more student employees than faculty and staff! Student employees perform invaluable services to the university with enthusiasm, initiative and dedication. At the same time they are developing important skills and experience.

National Student Employee Appreciation Week is the time for all colleges and university to recognize the substantial contributions of students who work on campus.

Student Employee Appreciation Week is the 2nd full week of April. This year the date is April 13—17, 2020. The Student Employee of the Year awards and Student Appreciation event will be Tuesday April 14th, Union 314. Doors open to student employees and their supervisors at 1:00pm. Beverages and light Hors d'Oeuvres will be served. Awards for Student Employee of the Year, Intern of the Year and Outstanding Student Employee will be awarded at 2:00pm

Start sending in photos of your fabulous student employees doing what they do best, representing your department! Email photos to: Student.Employment@unt.edu These photos will be used to create a video montage that will be showing throughout the SEOTY event.

To nominate your student employee click here: https://unt.az1.qualtrics.com/ife/form/SV_78SuhSMsrPNMU2V

To RSVP to the Student Employee Appreciation Event please click here: https://unt.az1.qualtrics.com/ife/form/SV_d3Z8YEqEU2So7VX

SEOTY ideas for Depts.

Make it Known Monday—
Departments will create the biggest, brightest, and most obnoxious thank you note, bulletin board, or billboard to honor their department's student workers. Departments will make it known who has the best student employees! Social Media also encouraged (with student's permission) to spotlight student workers and their accomplishments., be sure to tag the Career Center.

Tons of Puns Tuesday -
Departments will give small gifts/treats with cheesy notes such as a Bag of Lays with "You're all that and a bag of chips" or a Mountain Dew with "We don't know what we'd Dew without you!"

Whatever Awards Wednesday -
Not sure who will win SEOTY? No problem. Departments will host their own ceremony or pass out certificates with whatever awards they can come up with: Mission Impossible Award for Accomplishing the Impossible, Carpe Diem Award for making the most of every day, or High School Musical Award for most likely to burst into song.

Festive Friday—Food, games, and fun. Departments will celebrate the end of National Student Employment Week with all sorts of festivities. Departments may choose to take their students out for lunch to an on-campus dining facility, go get Scrappy's Ice Cream, or maybe order in pizza for the department. Departments may choose to set up board games and card games. End the week in style with festivities.

Student Employment — Our Pledge and Our Beliefs

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.

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.

Trainings offered

New supervisor of Student Employees— Register on Bridge here:
<https://unt.bridgeapp.com/learner/training/a9b7b3ea/enroll>

Student Employment and Work Study Policy for Supervisors—Register on Bridge here:
<https://unt.bridgeapp.com/learner/training/252c2267/enroll>

New Student Employee Orientation—online, students have 30 days to complete <https://cdn.uconnectlabs.com/wp-content/uploads/sites/68/2019/09/SE-Orientation-PowerPoint-uConnect.pdf>

**Want to brag on your student employee team?
Send us a photo and a 100—150 word article and
we will publish it in the next newsletter**

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