Student Employment—
The Thankful Issue

What are we thankful for?

This time of year we are often asked, What are you thankful for and generally, we say the same things, family, jobs, faith. Things that I, like everyone, is thankful for however, I am also really thankful for the little things that make working here at UNT a place I want to be. For instance, the student who tells me I gave them hope, the supervisor who made me happy by asking for my “common sense” question, and the office that has allowed me to laugh so loud and have a soul train line outside of my door.
I am thankful knowing day to day, I impact people because I help them get a job, find a location on campus, offer a piece of candy to. I am most thankful that I get to work with and for people that care the same way I do. You the student employee supervisor!
Patricia

The Sage Hall Renovation (Sneak Peek)
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 – December 6th:** 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 – December 9-14:** 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.

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Scam Targeting UNT Students

We are aware of a scam that has been circulating via email and is targeting our student population, specifically international students. If your student employee comes to you with a question about an email subject line “Concerning the personal Assistant Job” this is not a real job or company and the posting is not in Handshake. The email asks the student for the following information. Please advise your students not to accept the email or follow any of the directions. The scammers have spoofed the myUNT email making it look legitimate.

I) Do you have an existing savings/checking account where you will deposit your check? (Not Your Bank Details, Just Name Of The Bank You Bank With.)

II) Reconfirm your present local address for mail delivery.

111) What is your Mobile # that receive text msg ?

IV) Do you know to initiate a mobile deposit ?

V) Confirm your full name for the check

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From The Student Employment Team To Yours

Happy Thanksgiving!
Student Employment Impact—LIBRARIES

Keeping a world-class library open 24-7 takes a community, and the UNT Libraries continuously seek the ideas and talents of our 250 student employees to ensure that each user has access to welcoming spaces, advanced technology, and relevant resources.

The Libraries employ a variety of student assistants—regular, work study, graduate student assistants, research assistants, and internationals—and we strive to find a place for every gift and passion to develop. Students with advanced technical and computer skills gain applicable experience serving in our IT department and consulting in The Factory maker space. Gamers and movie buffs find themselves right at home recommending hits, hosting tournaments, and designing escape rooms at the Media Library. GSAs get hands-on experience supporting peer research from the various service desks. The more introverted enjoy reshelving classic text and scores in the stacks, while extroverts help shape the Libraries' future while embedded in the creative, marketing, and administrative teams.

Our mission would not be achievable without the daily support and creative input received from our student assistants, who through a concert of civic, creative, and cutting-edge roles work with librarians and staff to expand accessibility, enhance resources and engage users. Day-by-day, hand-by-hand, the Libraries’ student assistants make UNT stronger.
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 with any questions or request an overview.

Supervisor Resources

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.

Student Trainings offered

**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”

**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”. Trainings are offered “on demand” so call and book your training today!