

Student Employment The Policy Edition

This edition is one of our most read editions of the newsletter because it highlights the policies that help guide our department and student employment as a whole. However, this edition should really be named the Policy and Change Edition as there are so many changes coming to student employment that we want you to be aware of because they will effect on processes and policies with Student Employment. Though all of the policies and changes mentioned throughout the newsletter are important, there are a few that I want to bring to your attention.

New Systems: UNT has changed to a new onboarding system which will make the entire hiring process much easier for the student, supervisor and student employment team. Please make sure you read about those changes on page 5. With this new system we **MUST** have the information on the new offer letter that was presented at the beginning of the semester and also highlighted here on page 9.

Policy Enforcement: We had a tremendous amount of Late I9's processed this year as many students had begun working prior to receiving their offer letter and completing any of the onboarding process. UNT System and Student Employment are in process of

Discussing this issue and the amount of fines the university could face. Please read the information on page 7 regarding the fines.

New Pay-COVID: Finally , on page 2-3 you will find information regarding COVID pay and student employees. Please keep this pay information and the UNT COVID Risk Management information easily accessible if any of your students are quarantined.



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STUDENT PAY IF COVID POSITIVE OR QUARANTINED

As of sending this newsletter here is the most up to date information regarding student employees pay if quarantined.

Under the Families First Coronavirus Response Act, we are required to provide up to two weeks of paid federal emergency sick leave (at their normally scheduled work hours per day) when the employee is unable to work due to COVID, whether their absence be due to being quarantined for a positive COVID test, quarantined due to the results of contact tracing, or to care for an individual that is quarantined or a child whose school or day-care is closed. This includes all employees including student workers and graduate assistants.

This chart below is for student employees who have tested positive and quarantined or have not tested positive, but due to COVID tracing, they have been quarantined/isolated by the university or medical professional. If there are other COVID-related reasons for a student being unable to work (care for a child), let Student Employment know because the Scenario changes slightly.

SCENARIO 1

Employee quarantined because they have tested positive or are displaying symptoms, or has been quarantined by UNT or health care professional through contact tracing, but have not tested positive or are showing signs.

	Family Medical Leave (FML)	Sick Leave	Vacation	Comp Time	University Emergency Leave	Federal Emergency Leave *	Federal Emergency FML
Graduate Student	Not Eligible	Not Eligible	Not Eligible	Not Eligible	Not Eligible	Yes, Eligible	Not Eligible
Student Hourly	Not Eligible	Not Eligible	Not Eligible	Not Eligible	Not Eligible	Yes, Eligible	Not Eligible
Non-Student Hourly	Not Eligible	Not Eligible	Not Eligible	Not Eligible	Not Eligible	Yes, Eligible	Not Eligible
Percent of Pay						100%	
Maximum						\$511/day (\$5,110 Total); 80 hours max (prorated for part-time employees)	

For timekeeping purposes, here are the codes student employees should use, depending on their reason.

Using Emergency Sick Leave for self-isolation, or diagnosed with COVID-19	Use code HEPSS on Timesheet	80 hours prorated for part time (100% pay or \$511 day, whichever is less)
Using Emergency Sick Leave due to school or daycare closure related to COVID-19	Use code HEPSC on Timesheet	80 hours prorated for part time (2/3 pay or \$200 day, whichever is less)
Using Emergency Sick Leave to care for others who have been required to isolate or quarantined.	Use code HEP SO on Timesheet	80 hours prorated for part time (2/3 pay or \$200 day, whichever is less)

<https://www.untsystem.edu/covid-19-working-conditions>

COVID-19 SAFETY TRAINING FOR STUDENT EMPLOYEES

All student employees are required to complete Covid-19 Safety Training Part I and II. Students can access it through The Bridge training portal.

Part I: <https://unt.bridgeapp.com/learner/courses/15894/slide/5631>

Part II: <https://unt.bridgeapp.com/learner/courses/15927/external>



DID YOU KNOW...

The Career Center offers free business cards to students?

Students can receive 60 free business cards each semester.

Students would go to the career center website

Visit [https:// careercenter.unt.edu/resources/free-business-cards/](https://careercenter.unt.edu/resources/free-business-cards/)

Students can opt to pick them up or be emailed a single page template of their cards.

I-9 VERIFICATION CHANGES DUE TO COVID—19

As of June 1, 2020, we are processing student employee I-9's in Sage Hall. We are taking all necessary precautions to ensure best practices and observing social distancing protocol. Please see directions and information below. Please see the appointment scheduling information on page 5

1. **Prior to appointment:**

- a. Students **MUST** have completed onboarding. There will not be computers available at Sage for onboarding and if it is not complete upon arrival, students will be turned away and will have to schedule another appointment.
- b. Students **MUST** have an offer letter with Department ID and Start Date (electronic or paper version is fine and student can email ahead of time). If there is not an offer letter, the student will not be seen and will have to schedule another appointment.
- c. Students **MUST** have all documentation required to complete the I-9 or they will not be seen and will have to schedule another appointment.
- d. Students need to email their offer letter to student.employment@unt.edu to set up an appointment. The email needs to include: Full Name, ID, and contact number. If available, they can also attach the offer letter. **There are NO drop in appointments**

2. **At Sage**

- a. Student need to enter Sage Hall on the West Side of the building and come up the stairs to the Career Center suite 202.
- b. There will only be four students allowed in Career Center Suite at one time so please make sure the student is on time for their appointment. If students are more than five minutes late, they will need to reschedule.
- c. Per CDC and UNT guidelines: "In general, a cloth or disposable face covering is expected to be worn whenever in the presence of other individuals
- d. The Student Employment Team will gather the document in a plastic tray, and complete the I-9 verification while the student waits in the lobby. The student will be given a sheet upon completion verifying I-9 completion, an email will not be sent.

If you have any questions, please feel free to call 940-565-2105 or email at student.employment@unt.edu

APPOINTMENT SCHEDULING CHANGE FOR THE CAREER CENTER

Beginning on September 28th, current students will schedule Career Center appointments through Navigate, *not* Handshake.

Current students should have already received information on how to access Navigate, but current students can access it here:

<https://universityofnorthtexas.campus.eab.com>

Note: this change is only for appointment scheduling. Handshake is still your source for jobs, interviews, and events.

*Alumni, Handshake will remain your tool for scheduling appointments

UNT Career Center

NEW ONBOARDING SYSTEM

We are excited about the new onboarding system and the new I-9 eVerify system—Guardian. Student Employees will have access to the system around mid-October. Staff and faculty will start utilizing the new system beginning October.

Why are we so excited? Onboarding and e-Verify are now linked, and staff can track their newly hired student employees onboarding all the way through I9 verification. There is no more waiting for the I9 log to update! .

We created an offer letter template that has all the information required to generate the onboarding letter/link that will be sent to the student. Once this new system goes live, the latest version of the offer letter will be sent out via email and made available on the Career Center website.

STUDENT EMPLOYEE OF THE YEAR

Student Employment had such big plans for this event, and COVID-19 (the big old spoil sport) forced us to cancel this past year when the university closed for safety.

We still celebrated virtually, but it just wasn't the same.

This year we are planning for our event again, and hopefully, we will get to meet in person.

SEOTY
Student Employee of
the year is scheduled
for APRIL 14, 2021
1:00pm—4:00pm
UNION

**I MAKE
CHOCOLATE**
Disappear
WHAT'S YOUR
SUPERPOWER?

RETAINING DOCUMENTS

The Hiring Managers will retain all employment documents related to Hourly Student Employees as prescribed under UNT Policy 04.008, Records Management and retention” -

05.025 Employment of Students for Hourly Positions.

Important items to keep in student employee files (may be electronic):

- UNT Student Employment Application
- Resume
- FA Award Letter (if applicable – Work Study)
- Offer Letter
- Student Employment Orientation certificate of completion
- FERPA certificate (if applicable)
- Performance evaluations
- Coaching/ discipline documentation
- Completed training certificates
- Other



Sage Hall

JOB CLOSING REMINDERS

- Have you filled your posted position? Please go in and “Expire” the position in Handshake so that the viewable postings for students stay current. For how to Expire a job posting, please click [here](#).
- Did you know that you can change the applicant status and also set-up automatic messages for each status (Reviewed, Hired, and Declined)?
- For how to change an applicant status, please click [here](#).
- When an applicant’s status is changed to “Declined”, it does not send the applicant a message. However, the applicant will see that their status has changed if they log back into Handshake and view their application status.
- For how to set-up automatic message preferences, please click [here](#).

One of the most common complaints from students that the Student Employment office hears is that they never receive any communication after applying. Please update the student status in Handshake, with either “Hired” or “Declined” and close the position if you have found your candidates.

I-9 Violations

Risk of Non-Compliance

The university, the hiring department, and the hiring manager may be subject to the following penalties for non-compliance:

- Civil Fines
- Criminal Penalties (when there is pattern or practice of violations)
- Court order requiring repayment of any lost wages
- Court order requiring the employer to hire the individual discriminated against
- Disbarment from government contracts

Immigration and Enforcement ("ICE") Pledges

- Increase time spent on worksite audits by 4 or 5 times
- Prosecute employers to the fullest extent
- Hire 10,000 (or more) new officers to meet White House Directives

This is the fine schedule from 2018. The Feds released an update in update August 2019 that added inflation in there so it's a little higher but not off from the number below.

- *I-9 paperwork violations (e.g. missing I-9): \$216 – \$2,156 per Form I-9**
- *Knowingly employing unauthorized alien (first offense): \$539 – \$4,313 per violation**
- *Knowingly employing unauthorized alien (second offense): \$4,313 – \$10,781 per violation**
- *Knowingly employing unauthorized alien (third or more offenses): \$6,469 – \$21,563 per violation**
- *Document abuse: \$178 - \$1,782 per violation**
- *E-verify employers – failure to inform DHS of continuing employment following**
- *Final Non-confirmation: \$751 – \$1,502 per violation**



JOB POSTING REMINDERS

POLICY SECTION III.A

- Please provide a detailed job description when posting to Handshake. At a minimum, please provide multiple job duties/ responsibilities. This helps the Student Employment team when comparing job descriptions to criminal background checks, and it is also helps communicate expectations to the student(s).
- Before posting a new job, please take time to review the job description and make sure that it provides adequate detail about the essential functions of the job.
- 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 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.

BRAGGING RIGHTS

Want to brag or give a shout out about your fantabulous student assistants?

Send us a photo and a short paragraph about them and we will feature them in the news letter.

Email:
[stu-
dent.employment@u
nt.edu](mailto:student.employment@unt.edu)

Important Information from your College Work-Study Team

Departments are **no longer** required to complete Federal or Texas Work-Study agreements. If one of your current hourly student employees already has a work-study offer the transition is easy- just submit an ePAR

We're in the process of updating our departmental contacts for FY21.

If your department's contact person has changed (or you want to send us a friendly reminder), please send an email to collegeworkstudy@unt.edu and include: Your department's name, and the names and the email addresses of the people that need to receive your monthly departmental earnings report.

All earnings over a student's offer will be charged back to the department at 100%
(Our office will let you know if a student reaches their limit)

If you have a student employee who may be eligible to receive work-study, please contact our office at collegeworkstudy@unt.edu.

STUDENTS WORKING DURING CLASS

Please reiterate the student employment policy to the students EARLY! Primarily remind students that working during scheduled class times is not permitted (Policy 05.025 and Policy 05.001). This includes classes that are cancelled or dismissed earlier than the designated time. This only applies to classes that are listed in EIS.

You and the student may have to work out additional scheduling arrangements if the student is a part of an ensemble or group that meets/rehearses at a different time than is posted in EIS.

Best practice: 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.



OFFER LETTER

The offer letter template for students has been updated to ensure appropriate verbiage is being used and that appropriate information is being provided to job candidates.

The new offer letter is especially beneficial when hiring international (F-1) students. This new offer letter should speed up the process and reduce the number of other forms needed for F-1 students needing to obtain a social security number.

This new template is meant to be used for all student employees, international or not.

The template is also designed so that it can be customized to the needs of your department. Feel free to add to the document, but please do not remove any of the information. With questions pertaining to offer letter or general student employment, contact the Career Center. career.center@unt.edu

For questions pertaining to working with International students and related issues, please contact International Student and Scholar Services at 940-565-2195.

New Offer Letter Template can be found on the supervisor's Guide on our website.

<https://careercenter.unt.edu/resources/offer-letter-for-student-employees-fall-2020/>

DISCRIMINATION AND HARASSMENT Policy 16.004

The University of North Texas (UNT) prohibits discrimination and harassment because of race, color, national origin, religion, sex, sexual orientation, gender identity, gender expression, age, disability, genetic information, veteran status, or any other characteristic protected under applicable federal or state law in its application and admission processes; educational programs and activities; employment policies, procedures, and processes; and university facilities.

The University takes active measures to prevent such conduct and investigates and takes remedial action when appropriate. Retaliation based on a complaint or investigation under this policy **will not be tolerated**.

<https://policy.unt.edu/policy/16-004>

STEPS FOR HIRING STUDENTS

- Post job in Handshake
- Screen applicants
- Verbal offer (optional)
- Offer letter (sent to student and student employment)
- Onboarding
- I9 verification and background check in person
- Graduate students go through Hire Right for background
- Submit ePAR
- 1st day of employment
- Make sure the job is closed in Handshake
- Mark your student as “hired” in Handshake
- Mark all other applicants “declined” in Handshake
- Use the auto notification feature to send declination emails to those who did not get the job

Students complete orientation within first 30 days of employment <https://unt.bridgeapp.com/learner/courses/15727/slide/3448>



YOUTH EMPLOYMENT POLICY 05.003 AGE LIMITATIONS POLICY 15.003 PROGRAMS FOR MINORS

Potential hires that are under the age of 18. Different rules apply based on age.

- **16-17 year olds** may not be employed in any job declared to be hazardous by the Secretary of Labor
- **14-15 year olds** may not be employed in any job declared to be hazardous by the Secretary of Labor and must also avoid the following:
 - Working more than 3 hours on a school day including Friday
 - Working more than 18 hours per week when school is in session
 - Working more than 40 hours per week when school is not in session
 - Working before 7 a.m. or after 7 p.m. (exceptions apply)
- **UNDER 14** may not be hired

<https://www.youthrules.gov/know-the-limits/16-17.htm>

Veteran's Preference Policy 05.026

When selecting a final candidate, it is the policy of the University to give veterans preference in employment over other applicants that have no greater qualifications for the same position.

- Veterans Preference Form can be obtained by the student from the Student Employment office or HR



NO STUDENTS CAN WORK DURING A SCHEDULED CLASS TIME

Policy I.C

- Even if class is canceled
- Even if class gets out early
- Even if the professor doesn't show
- Even if the university is closed
- Finals week has a separate schedule—use the university finals schedule when scheduling shifts during finals week

Policy Snapshot

"Hiring Managers must not schedule or allow students to work during scheduled class times" (05.025 Employment of Students for Hourly Positions).

Work Hour Limits

FALL/SPRING SEMESTER

Hourly students	25 hours/week
Work study students	20 hours/week
International	20 hours/week

Winter Break

Hourly students	40 hours/week
Work study students	29 hours/week
International (no classes)	40 hours/week

Summer

Hourly students	40 hours/week
Work study students	20 hours/week + second hourly job 20/hrs = 40 hours
International (no classes)	40 hours/week

ENROLLMENT REQUIREMENTS FOR STUDENT EMPLOYEES

- ✓ Hourly – Must be enrolled in a minimum of 3 hours Fall or Spring
- ✓ Work Study – Must be enrolled in a minimum of 6 hours Fall, Spring, Summer

Job Application Clarification

- There has been some confusion between “applying” to a job in Handshake and actually filling out an application.
- “Applying” is the process by which a student finds and selects a job in Handshake, and then is given the opportunity to choose documents such as a resume, cover letter, and the Student Employment application to be viewed by the hiring manager.
- The “student employment application” <https://careercenter.unt.edu/resources/student-employment-application/> is an actual document that must be filled out by all student employees and preferably all applicants.
- Though it is possible for a student to “apply” without a “UNT Student Employment Application”, it is not encouraged. As you post positions in Handshake and review applicants, we ask that you ensure all applicants (especially the ones you hope to hire) have not only “applied” to the job in Handshake, but also that they have filled out a “UNT Student Employment Application”.
- Anytime a background is under review, we cannot move forward with the process unless the student has completed a UNT Student Employment Application. There are certain questions on the application that are critical in making a decision regarding employment authorization. Help us speed up the process by ensuring your candidates have filled out a student employment application.
- Each hiring manager or department should have a file (may be electronic) for each student employee. In that file, you should keep a copy of the student’s resume, UNT Student Employment Application, offer letter, any [performance evaluations](#), financial aid award letter (if applicable), and any other application or performance documentation.

WORK WEEK DEFINED

The work week is defined as Sunday—Saturday

STUDENT PAY

Students are paid bi-monthly and can receive their pay by:

Paper Check
Direct Deposit
Brinks Card



Background checks

- All Hourly student employee positions require a background check. This includes both graduate and undergraduate students that are in hourly student employee positions. Reminder: do not allow students to begin work until authorized to do so. This puts your department and the University at risk in some situations.
- Graduate students go through Hire Right
- Undergraduates go through Student Employment at the time of the I9 appointment
- If you would like to know if we have a cleared background for your student on file please email us at student.employment@unt.edu and we will be happy to look that up for you.

UPDATE: We no longer accept CCH forms.

IMPROPER RELATIONSHIPS

Several instances have been reported to HR of improper relations between supervisors and student employees. The office of Equal Opportunity takes over when it involves sexual harassment, discrimination, or retaliation based on protected classes.

However, there have been several other cases where it was simply too much of a “Buddy-buddy” relationship. Some of these below have been reported to HR and followed up by OEO. A lot of these have been an attempt by the supervisor to be “one of the team” rather than the leader.

Examples:

- ♦ Unwanted texting not related to work
- ♦ Unwanted social media messages
- ♦ Unprofessional conversations at work (crude jokes/language)
- ♦ Making after work plans/weekend plans/drinking plans (i.e. Male supervisor, younger female employee)



BEST PRACTICES

Establish Standards: Create a work schedule that doesn't interfere with class schedule, who to contact if they will be absent/tardy.

Provide Training: Departmental training by your department, and the Career Center offers customer service training for students. Customer Service training is an "on demand presentation" Please contact LeAndra DiNicola 940-565-2105 to book training.

Exhibit Professionalism: Maintain professionalism at all times. Set a good example. Encourage students to seek professional development opportunities such as Career Center workshops and job fairs.

Coach: Provide student with timely, constructive criticism. Utilize the performance review form on the Supervisor's Guide portion of the Career Center website. Serve as a career mentor.

Maintain flexibility: Be prepared to assist students with work/life balance. Remember that class comes first, work comes second.

Resist the impulse to discuss your employer, coworkers, supervisor or your patrons/customers.

Be prepared to provide student employee with a letter of recommendation.

Treat your student employees with respect.

Did you know...

The Career Center offers professional headshots for all students?

Students will book an appointment through Handshake currently.

Our Student Ambassadors can also take headshots during their Quick Chat hours.

The Career Center also offers students multiple resources and videos on the website. This is just a sample of what is offered on the resource tab of the website.

- How To Tie A Tie
- Utilizing Handshake
- Networking
- Alternative Internships
- Job search support for international students
- Virtual jobs fairs
- Virtual volunteer opportunities
- And many more...



EAGLE INTERNSHIP PROGRAM

Do you have a student employee that is going above and beyond?

Consider having them join the Eagle Internship Program to give them opportunities to grow even within your own department!

Check out the Career Center website or contact student.employment@unt.edu for more information.

FAIR HIRING PRACTICES

When recruiting new employees you want to hire the best person for the job, that goes without saying. As well as having a recruiting process that helps you attract and select the top candidates, you also need to ensure fair hiring practices that are legal and consistent with local and labor laws.

Being legally compliant doesn't just protect employees, it protects the university too. But keeping your hiring practices legal and above board shouldn't be the only motivator for you to maintain fair hiring. You should do it because it is the right thing to do to level the playing field for all your applicants, giving everybody a fair chance regardless of their background, gender, race, ethnicity, religion, sexual orientation, age, disability or national origin.

The Steps of a Recruitment Process

- Preparation.
- Post the job and receive applications.
- Selection **stage 1**: Weed out unqualified applicants.
- Selection **stage 2**: Rating and ranking candidates.
- Selection **stage 3**: Interviews.
- Selection **stage 4**: Simulated work exercise.—optional
- Offer

WE'VE MOVED!

The much anticipated move to Sage Hall happened during Spring Break 2020. We had barely stepped foot in our new space (less than a week) when COVID-19 reared it's ugly head and the campus shut down for safety.

The Career Center is now located in Sage Hall #202. We are still advising students via in person or remotely. We have a ton of useful videos/tutorials and other helpful items for students, alumni and staff on our website.

While we miss Chestnut Hall being in Sage does have it's perks such as being closer to the Union with all it's yummy offerings. The Student Employment team is very grateful to be closer to Starbucks!



Save the Date!

UNT

WORLD MENTAL HEALTH DAY

Virtual Conference



DATE

October 9, 2020



TIME

9:00 a.m. -
3:30 p.m.



WHERE

Zoom Meeting



AUDIENCE

Students
Faculty
Staff

More than 20 resourceful lectures will be offering by

Dean of Students
Counseling and Testing
Student Health and Wellness Center

Student Money Management
Active Minds
Social Work

Recreational Center
Human Resources
Rehabilitation and Health Services



Monique
Rhodes

Our *SPEAKER*

Are you tired of struggling with the demands of everyday life and wish you could feel more positive, fulfilled and happy?

Come and join Happiness Specialist Monique Rhodes, as she talks about how learning to work with your mind is the most powerful way to decrease stress and anxiety and live a happier life.



SCAN ME



<https://speakout.unt.edu/events>



(940) 565- 2281



AskHR@untsystem.edu

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.

New supervisor of Student Employees— Register on Bridge here: coming soon to the Bridge

Student Employment and Work Study Policy for Supervisors— Register on Bridge here:

<https://unt.bridgeapp.com/learner/courses/15733/slide/3778>

New Student Employee Orientation—online, students have 30 days to complete. Students can register on Bridge here:

<https://unt.bridgeapp.com/learner/courses/15727/launch>

Coming soon: Revamped Customer Service training utilizing the skills and experiences learned from the Disney Institute's approach to quality customer service .

Student Employment — Our Pledge and Our Beliefs

Career Center

1155 Union Circle #310859
Sage Hall #202
Denton , TX 76203

Phone: 940-565-2105
Fax: 940-565-4376
E-mail:
student.employment@unt.edu

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.



CAREER CENTER
Division of
Student Affairs