



# Student Employee Appreciation Week April 8—12, 2024

Student employees are crucial to the success of many offices on campus and National Student Employment Week recognizes the importance of student employees. Student employment is shown to promote retention and engagement for students, as well as help develop skills for future career success. Student employees perform invaluable services at UNT with enthusiasm and dedication.

Think about this for a minute. UNT has a student population of over 46,000. We have 4,600 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. For the first time ever, UNT recorded 10,000 student employee positions for Fall 2023. These jobs include graduate positions all the way to peer mentors, graphic designers, research assistants, facilities, dining services, referees, lifeguards, resident assistants, campus tours, administrative and customer service positions, and so many more.

The purpose of this week is threefold:

To enhance awareness of student employment and its important role in the higher education experience.

To recognize students for their tremendous contribution to the work and purpose of UNT while attending college.

To thank YOU, the employer, who hire students for part-time positions and make the student employment program a success.

**Fun Fact:** According to the National Student Employment Association: The earliest references to employing college students began at the same time as the Founding Harvard, in 1636. Some sources say the first student to work through his entire college years was Zechariah Brigden. The fourteen-year-old made his way through Harvard College by “ringing the bell and waiting” to graduate in 1657.



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The theme for student employee appreciation week is:

**Student Employees and their BIG TOP Adventure.**

National Student Employee Appreciation Week is the time for all colleges and universities 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 8—12, 2024.**

We are excited to collaborate with the Gateway Club and Chef Luwis Mhlanga along with the students of CMHT to host The Student Employee of the Year awards event. Chef Luwis and his students will prepare and present a plated sit-down luncheon to all nominees and their supervisors.

The awards luncheon will be **Wednesday April 10th, at the Gateway Club, 11:00am—12:30pm** with awards beginning at 11:30. Swag bag raffle will be at 12:15pm. The luncheon will be served promptly at 11:00am.

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

**We are looking for a nomination committee to select this year's winners.** If you are interested, please email me at:  
[Leandra.Dinicola@unt.edu](mailto:Leandra.Dinicola@unt.edu)

We hope to have 16 swag bags to raffle off at the end of the event. If your department would like to contribute swag, please contact: [Leandra.dinicola@unt.edu](mailto:Leandra.dinicola@unt.edu)

**RSVP TO LUNCHEON** —[https://unt.az1.qualtrics.com/jfe/form/SV\\_82GZtsrPaB1LhbM](https://unt.az1.qualtrics.com/jfe/form/SV_82GZtsrPaB1LhbM)



## STUDENT EMPLOYEE OF THE YEAR

### SEOTY Categories

**UNT Student Employee of the Year**—1 winner

[https://unt.az1.qualtrics.com/jfe/form/SV\\_007P2r7IFbR7mbs](https://unt.az1.qualtrics.com/jfe/form/SV_007P2r7IFbR7mbs)

**Outstanding Student Employee of the Year**—1 winner

*(Runner up to UNT Student Employee of the Year)*

**Intern of the Year**—1 winner

[https://unt.az1.qualtrics.com/jfe/form/SV\\_1Fyo5jYWLX4Gn6S](https://unt.az1.qualtrics.com/jfe/form/SV_1Fyo5jYWLX4Gn6S)

**Captain Customer Service** – 3 winners

[https://unt.az1.qualtrics.com/jfe/form/SV\\_9QS1iXpRd6P4yiy](https://unt.az1.qualtrics.com/jfe/form/SV_9QS1iXpRd6P4yiy)

**Impressively Improved Individual** – 3 winners

[https://unt.az1.qualtrics.com/jfe/form/SV\\_9zDG8szV7byDTIa](https://unt.az1.qualtrics.com/jfe/form/SV_9zDG8szV7byDTIa)

**Scrappy's Seriously Spirited Sidekick** – 3 winners

[https://unt.az1.qualtrics.com/jfe/form/SV\\_3gQYcmrUTFmtZGu](https://unt.az1.qualtrics.com/jfe/form/SV_3gQYcmrUTFmtZGu)

**The Marvelous Multitasker** – 3 winners

[https://unt.az1.qualtrics.com/jfe/form/SV\\_6S73a4p6JUMkJDQ](https://unt.az1.qualtrics.com/jfe/form/SV_6S73a4p6JUMkJDQ)

**Outstanding Student Employee Team**—1 winner

[https://unt.az1.qualtrics.com/jfe/form/SV\\_cT3rMAoBC4kVagS](https://unt.az1.qualtrics.com/jfe/form/SV_cT3rMAoBC4kVagS)

**Supervisor of the Year**—1 winner *(Student Employment Team will send nomination link to all student workers)*

**Office/Department Decorating Contest** — Send in your photos to [student.Employment@unt.edu](mailto:student.Employment@unt.edu) of your office decorated for student appreciation week. The winning department receives a pizza party up to \$100.00.

### NATIONAL STUDENT EMPLOYEE WEEK IDEAS FOR DEPARTMENTS

#### Make it Known Monday—

Departments will create the biggest, brightest, and most outlandish 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 –

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.

#### Thank you Thursday—

Our student employees are terrific. They do so much to make our departments and the university run smoothly. Send them a thank you note.

#### 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.

# WORK HOUR LIMITS

## Training...Paid or Unpaid

**Question:** Is it required to compensate new hires for training?

**Answer:** Yes! Employees must be paid for training completed on the job. Please refer to policy for further guidance - [05.016 Training and Development \(unt.edu\)](#).

## No students can work during a scheduled class time:

- Even if class is canceled
- Even if class gets out early
- Even if the professor does not show
- Even if the university is closed

**Finals week has a separate schedule. Use the university finals schedule when scheduling shifts during finals week .**

## For Supervisor Information, Training, & Other Resources:

You will find more important information on the [Student Employment – Career Center](#) website.

### FALL/SPRING SEMESTER

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

### Fall Break

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

### Winter Break

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

### Spring break

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

### Summer

Hourly students (no classes)	40 hours/week
Work Study students (min 6 hrs)	25 hours/week (40 hours during periods of non-enrolment)
International (no classes)	40 hours/week



## A Word from Financial Aid

### College Work-study – Did you know?

- Allows students to work part-time to earn money to help pay education expenses
- Students gain work experience.
- 70% of students' earnings are funded by the work-study program.
- The remaining 30% of students' earnings are funded by the department. When hiring hourly student employees, always check to see if they are eligible for work-study so you don't miss out on this funding.
- Stay up to date on University Policy: [Student Employment College Work-Study](#)
- Learn more about the program at: [Work-Study Information for Departments](#)

**Note:** All earnings over a student's offer will be charged back to the department at 100%.

### Departmental Contacts

If your department's contact person has changed (or if you want to send us a reminder), send an email to [collegeworkstudy@unt.edu](mailto:collegeworkstudy@unt.edu). Include: department name, contact names and email addresses that need to receive the monthly departmental earnings report.



## HELPFUL LINKS AND TIPS

### WORK STUDY POLICY

<https://policy.unt.edu/policy/05-001>

### STUDENT EMPLOYMENT HOURLY POLICY

<https://policy.unt.edu/policy/05-025>

### SUPERVISOR RESOURCES

<https://careercenter.unt.edu/channels/student-employment/>

**WORK WEEK DEFINED** — Sunday through Saturday

### STUDENT PAY OPTIONS

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

- Direct Deposit
- Brinks Card

### 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



### **Career Center Vision Statement**

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

### **Career Center Mission Statement**

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

### **Career Center**

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

Phone: 940-565-2105  
E-mail:  
[student.employment@unt.edu](mailto:student.employment@unt.edu)



## **TRAINING**

**New supervisor of Student Employees**—now live on the Bridge:  
<https://unt.bridgeapp.com/learner/courses/16044/slide/8309>

**Student Employment and Work Study Policy for Supervisors:**  
<https://unt.bridgeapp.com/learner/courses/e9312f58/enroll>

**New Student Employee Orientation**—online, students have 30 days to complete: <https://unt.bridgeapp.com/learner/courses/15727/launch>

### **Customer Service Training:**

Renamed **COMPASS Training**. This interactive training utilizes the skills and experiences learned from the Disney Institute's approach to quality customer service and is in person. Contact [student.employment@unt.edu](mailto:student.employment@unt.edu) to book a training session for your student employees or department.

## **Student Employment Our Pledge and Our Beliefs**

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.