Office of Student Employment

New Initiatives and Progress:

1. The development of an online student employee orientation has been created and will be in testing phase beginning in October with our Community work study students. After updates/changes, we will roll this out to the campus in January as a training option for all student employees.

2. The development of the Office of Student Employment website has increase our ability to educate students, faculty/staff, students and employers on the services our office can provide. Increase use of the web page for resources, training, and interactive discussion space is now being developed for Spring/Summer of 2012.
   a. Supervisor Community Page is being developed to allow those supervising students a place to share tips, seek ideas/assistance with situations, share praises about students seeking to move on to new opportunities, etc.
   b. Student Employee forums/blogs
   c. Short Message System through twitter will allow students to sign up to receive text messages from an account of interest to them. We will have one general account for student employment events/happenings, and one specific to those with work-study for education and information sharing pertaining specifically to those students.
   d. RSS Feed from Jag Jobs was added to our web page to increase the push/pull to job postings.

3. The creation of a professionalism series began in summer 2011 to increase the workplace soft skills of potential and current student employees.
   a. The test group of this program was a series created specifically for International students. It was called the International Transition Program. It was designed to provide undergraduate international students here less than a year the opportunity to gain some professionalism skills, and provide them a US work experience to add to their resume to increase their ability to gain another on-campus position for Fall 2011. Departments agreed to a minimum of a 4 week placement, of which 2 weeks were paid for through reimbursement by our office. $5000 was the program cost.
   b. Fall 2011 we have the Excellence in Professionalism series, which is a similar program that students participate in without a job placement at the conclusion. The series is designed around the workshop series, and resume development and job search strategies. 50 participants currently.

4. Increased contact with off campus employers in the Indianapolis area has also been beneficial in increasing the number of part-time jobs in the area for IUPUI students. Over 2000 positions were posted for part-time positions in 2010-11 (this is not including full-time or internship postings).

5. Consultation with HRA has provided us a policy for the use of background checks for undergraduate student employees that are concise and easily understood. This will be placed on our website for on-campus employers to understand

6. In conjunction with the Office of Community Work-Study, we have developed training for hiring supervisors that covers the many facets of supervising students with work-study. We cover some basic supervision of students and focus on regulations in supervising work-study students to meet federal regulations. The first was held this summer 2011 in the campus center and the Fall Session was in October at the YMCA administration building in Indianapolis.
7. Skills Bridge, the academic-work linkage model still exists, but in testing in On Course it was found to be cumbersome and awkward for both students and supervisors. We have taken a step back and are now looking to fold some of Skills Bridge into e-Portfolio.

8. The new creation of a shared database that houses all information about work-study students, their hiring departments, supervisors, and additional information. This database allows the Office of Community Work Study to see at any point in time where a student is in their hiring process to enable better communication with agencies. The database allows our office to view how many a positions a student has in a given semester or academic year at a glance, avoiding the HRMS/IUIE reporting system.

9. Increased the recognition of the Student Employment Appreciation week held annually in April. 2010-11 brought us a record number of nominees for both student employee of the year and student supervisor of the year. The student winner received a $100 Jag Tag gift card. The 2011 student Employee of the year also won the Indiana State award of the same name and a $100 award. A luncheon with a short address from a previous student employee of the year, and many other events filled out the week.