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Student Employment – Supervisors Complete Manual

Welcome

The Lamar University Student Employment Center’s Mission is to provide exceptional employment services to LU students, University employers and the community. We excel at providing career-related and employment services that enable students to develop skills, refine career goals, finance education, and integrate work experience with classroom learning. Concurrently, we strive to offer the university community and local employers an educated, qualified and motivated work force. The center fosters leadership development, substantive employment opportunities, transferable life skills, and personal and professional development for student employees.

Our Goals

- To exceed our students’ and employers’ expectations for our services
- To provide a qualified, dependable, motivated work force for on and off-campus employers
- To broaden students’ classroom education with work skills that will complement their course of study
- To educate and assist employers in their role as student supervisors
- To train students for their future as productive citizens, providing a foundation for effective, ethical service to others
- To provide administrative support to employers
- To help students refine their unique talents and explore their career options

The Student Employment Center provides job opportunities to all students regardless of sex, age, disability, sexual orientation, ethnicity, nationality, race or creed.

Student Employment Center Responsibilities

- Assist students in searching for jobs and submitting applications for the purpose of employment
- Help students obtain career-related and practical work experience
- Help student and employees understand their responsibility and commitment to their jobs and employers
- Provide orientation and training workshops for new and current employees and supervisors
Determining Your Office Needs

A few things to consider when determining your office needs:

• Remember that a student employee’s first responsibility is to his/her academic pursuits. You will need to be flexible to the student’s academic schedule and responsibilities, as this will dictate their availability to work.
• A student employee should **never** be used to replace a full-time position.
• Determine the resources available to hire student employees. Keep in mind if you are hiring students through Federal or State Work Study Program, they are limited by their award amount. You may be better off hiring two or three students working 7-12 hours each week than one student working 19.5 hours each week and running out of funding at the end of the semester.

The best way to approach to estimate how many students you will need is to determine the duties you want them to perform and the number of hours it will take to complete each task. For example: If it would take the equivalent of one full-time (40/week) employee to complete a task, consider hiring three part-time employees.

**What is a Student Employee?**

A student employee is any Lamar University student working an average of 20 hours per week. Departments pay 100% of the student’s wages. Employees are processed through the Lamar University payroll system.

**What is a Work Study Employee?**

A Lamar University student who is awarded Work Study funding through Financial Aid is considered a Work Study employee. Work Study funds pay 75% of the student wages. The employer pays 25% of the student wage benefits as applicable. Students must have Work Study award prior to employment under Work Study.
Types of Programs for Employment

Student Assistant

- All students enrolled in at least three (3) hours during a long semester at Lamar are eligible to apply for student assistant positions
- Students that fall below the three (3) hour credit limit, employment should be terminated immediately
- Student Assistants may work up to 19.5 hours per week if enrolled in a summer session
- Student Assistants are paid by the hour or contract on a monthly basis

International Students

All international students seeking employment on campus must abide by the following guidelines:

- Must be enrolled full-time for undergraduate and graduate academic guidelines
- Have the appropriate visa to be allowed to work.
  - For more information about Visa requirements, international students should visit the International Office located in the Wimberly building
- Work no more than 19.5 hours in a week
What is Work Study?

This program provides jobs for undergraduate and graduate (excluding international) students with financial need, allowing them to earn money to help pay educational expenses and reduce loan debt while subsidizing a portion of their wages. **Work Study DOES NOT imply that students can study at the workplace.**

Who is eligible for the Work Study Program?

Students that complete the Free Application for Federal Student Aid (FASFA) and demonstrate “need” for financial aid are eligible. Financial need is defined as the difference between the cost of attendance (COA), other aid (AID) and the expected family contribution (EFC). If the EFC and the AID added together is not enough to cover the COA, the student is considered to have financial need. Student’s can obtain the Work Study form and further information from the Lamar University Financial Aid Department. Each student that is awarded will have to turn in the award letter to the employer.

How does Work Study benefit the Employer?

This program allows the employer to hire more people with the same amount of money. The department is required to pay 25% of the hourly rate offered to the student.

What is the employment process of a Work Study Student?

A new Work Study student must not begin work before the following has been processed:
- The student must fill out complete work study paperwork with Financial Aid and receive the award letter
- A complete application must be sent to the Human Resources office
- Supervisors must keep track of the funds and work hours

**Please Note:**

A student's award may change at any time. Changes to their financial aid package may require adjustments to the amount of Work Study funding they were originally awarded. It is the student’s responsibility to notify their employment of changes made. Students are sent notifications any time changes are made to their financial aid package.

Students are not allowed to submit hours for time worked during scheduled classes, even if the class receives a walk. Students may not estimate hours per federal regulation. Hours may only be submitted AFTER the work is performed.
How does the Employer document a Work Study Employee?

Calculating Work Hours

- A schedule is available that will assist in determining how many hours a student can work per week without exceeding their Work Study award. See Calculating Federal Work Study Hours quick calculator on the SEC website.
- In order for Work Study funds to be utilized, hours must be submitted within the semester for which the funds were awarded. Any hours earned during the spring term but submitted after the end of a semester pay period end date, must be paid 100% out of departmental funds.
- Although a student typically works on average of 19.5 hours per week, the number of hours a student may work depends on the award amount and the rate of pay. For example, if Susie were awarded $3000 in Work Study and her rate of pay were $8.00 per hour, assuming that there is an average of 36 weeks in an academic year (18 weeks in a semester), Susie would be able to work an average of 10.4 hours per week throughout the year. \((3000/8=375; 375/36=10.4)\)
- It is the responsibility of the student and employer to monitor earnings in order to avoid exceeding award allocation.
- Once a student exhausts the Work Study award amount, the employing department will be held responsible for paying 100% of the student’s employment.

Award Amounts

- Work Study employees cannot exceed the award amount unless the individual department or Office of Financial Aid increases funding.
- If the Work Study limit is reached, departments have the choice of reassigning the student as a Student Assistant or terminating. Students at off-campus Work Study agencies will be terminated from their positions until more Work Study funds are awarded via the Federal Work Study Permit.

How does the department go about paying its share of the Work Study?

A paycheck will be issued by Lamar University and the department’s account is debited for its share of the student’s wages. Signed time sheets are submitted to payroll by deadline established. Late timesheets cannot be processed with those submitted on time and will result in late paycheck or no paycheck.
What happens if the student's allocation is not used?

Work Study program is awarded for specific academic period either fall/spring. Fall/spring award is an academic year award. This means that if the student has money left over for the fall the Financial Aid Department will increase the spring at their discretion. This balance MUST be utilized by the end of the spring semester. However, a remaining award that is not earned at the time will not be carried forth into summer or the next academic year.

Can a student have a Non College Work Study job in addition to a Work Study job?

No. A student must choose either Work Study employment or Non College Work Study employment. Any employment that is not Work Study is considered Non College Work Study. If a student rejects Work Study for Non College Work Study, the earnings from such employment may affect future financial aid.

NOTE: All Work Study students MUST apply each fall and submit a Work Study form before spring and summer terms. All dates regarding submission are located within Financial Aid.

The Work Study Program terminates a student who has earned enough to meet his or her financial need for the academic year. A student may also be terminated if no longer enrolled, if satisfactory academic progress is not maintained in the course of study, or if the minimum course loaded is not maintained.
Recruiting and Hiring Procedures

Posting a student employment position on HireACardinal website allows Lamar University students to have access to your positions. Students and employees can access HireACardinal 24 hours a day 7 days a week.

Supervisors must submit a complete and detailed job description to the Student Employment Center (Lamar Jobs). Your students’ paperwork will not be processed unless a current job description is on file. Job openings are continuously updated and/or removed from HireACardinal as they are filled. *Please notify the Student Employment Center if you would like your job posted and/or updated, re-activated or removed.*

Students interested in available positions will apply according to the directions listed in the job description. Supervisors can also include any special application instructions in their job description. A resume packet is available on request. Please contact the Student Employment Center for more information.

**Note:** Most students seek employment in early fall as they secure their positions for the current academic year. Some students also seek employment after the holiday break in early January and sporadically over the course of the academic year.

Student employees should be treated with the same respect and dignity as all other employees. It may be necessary to allow student workers flexibility due to exams, class schedules, and other factors related to their student status. Because the students’ primary pursuit is their education, employment should complement their educational goals. At the same time, employers should not be expecting any less in performance or accountability just because they employee is a student.

**Posting a job position, Changing, and Inactivating**

Those with Internet access should post jobs on HireACardinal.org. An instruction manual can be emailed or printed out for your convenience.

With the HireACardinal managing system employers, both full-time and part-time, are able to post and/or edit their job postings.

Student Employment Center (SEC) asks that employers who wish to post part-time positions through HireACardinal would please remember to contact SEC when the job has been filled. At this time the SEC may inactivate the job posting from HireACardinal.

Inactivating can keep the job description available for reposting at a later date, if needed.
**Hiring Process**

Student employees are paid by the hour. The hourly rate is based on the demands for the position, skills, and experience. It is the supervisor’s responsibility to determining the pay rate within the assigned wage classification. Please contact the Student Employment Center for a wage classification chart.

Holidays, emergency days, and sick days are not counted as hours worked. Student employees are not paid for lunch or break periods except during periods of non-enrollment. Overtime is not authorized for student employees.
Interviewing Tips

For the supervisor, interviewing is a time to gather information about the candidate. For the student interviewing it is an invaluable lesson. A student’s professional development begins with the application and interview process. Here are a few tips to help you begin your interview process.

It benefits both the supervisor and the potential student employees to discuss the following during the interview:

- Description of job duties
- Experience and skills needed to perform the job
- Personal conduct and dress expected
- Hours of operation and student’s schedule of weekly hours
- Hourly pay rate, performance appraisals, and merit based pay increases
- Training and mentoring provided
- Expected date for hiring decisions and start date

How to prepare for the interview

- Write interview questions that are criterion-based, behavior-based, job-related, and/or non-discriminatory
- Decide whether skills testing is needed
- Set aside enough time to do an interview of substance that covers all requirements for the student employee to successfully perform the job
- Give each candidate a copy of the position description

How to conduct the interview

- Introduce yourself and provide a brief overview of the position before you start asking the applicant questions
- Make the candidate feel welcome and at ease
- Give the candidate an overview of how the interview will be conducted
- Ask every candidate the same core questions that elicit specific responses
- Wait for answers and avoid talking too much
- Review employment dates
- Determine interest, goals, strengths, and challenges
- Take notes during the interview as needed to make a hiring decision later
- Pay attention to non-verbal cues as well as what the candidate is saying
- All candidates should be asked the same basic questions in the same manner
**Questions frequently asked during interviews**

- Why do you want to work for us?
- Tell me about yourself.
- How does your experience, both educational and work, prepare you for a position like this one?
- What is important to you in a job?
- What motivates you to perform well?
- If hired, what do you expect to get/learn from this job?
- Describe your communication/organizational skills.
- How would you deal with a co-worker with whom you disagree?
- Give me an example of a time when you used good judgment to solve a problem.
- Tell me about a time you worked on a time project. What was the project and what role did you play as a team member?

**Interviewing rooms are available for all departmental use. Please contact the Student Employment Center for further information.**

**Follow-up**

When the position is filled, call or send a letter (or email) to each applicant and let them know a decision has been made. Close the position on HireACardinal.
Last day for student (non-termination)

The last day of work for student employees depends greatly on the type of funding they have. Students with a Federal Work Study award may work only throughout the spring and fall academic dates. FWS Student employees may start working on their next academic year’s award on the first day of the fiscal year for each program, provided they are enrolled in classes for the following term. Student Employees with a Federal or State Work Study award cannot earn more than their award amount. If a student employee works beyond his/her Work Study award amount, the department is responsible for paying the student from departmental funds.

Exit Interviews

SEC recommends conducting exit interview and/or final performance evaluation for feedback about employment. Solicit feedback and suggestions about the job duties, expectations, supervisions, and intradepartmental communication. Don’t forget to let student employees know the procedure for asking for a job reference. Performance evaluations are provided with the SEC.

Reference Letter

When you agree to write a letter of recommendation for a student employee, please consider the following points: A sample letter is provided on the SEC website and at the end of this packet.

• If you do not feel that you can write a positive recommendation, be honest with your student employee about your reservation. The student employee may just be looking for a letter of employment verification, where you can write his/her job title, start and end dates of employment, hourly rate, and number of weekly hours worked. Otherwise, the student employee should seek someone else to give a positive work reference.
• Most employers are looking for a letter that is ½ to 1 page in length that summarizes the student employee’s job responsibilities and performance.
• Use business format when writing a reference letter. The more professional your reference letter looks, the more credence it holds with an employer.
• Always proofread your reference letter.
• You may give a copy of your reference letter to the student employee for his/her records if you wish.
• If a student employee asks you to serve as a reference during his/her job search, you can accept phone calls instead of request for letters of recommendation. The person contacting you may be a recruiter, HR professional, member of a search committee, or the potential supervisor.
• If you feel uncomfortable serving as a reference or writing a recommendation letter, you may refer the requesting party to the Student Employment Center for verification of the student employee’s employment.
Determining Rate of Pay

*raises are not guaranteed. All raises are subject per department on any decision.*

**Minimum Pay**
Student must be paid at least minimum wage per the Fair Labor Standards Act. Minimum wage is $7.25 per hour. Students who possess minimum skills necessary to perform a particular job should be hired at the minimum rate within the classification.

**Work Study Pay**
Effective July 2009, minimum wage is $8.00 per hour. All work-study employees are awarded through Financial Aid.

**Titles**

*Hourly wages are determined by functional tasks assigned to the position.*

**Student Worker I**
Few special skills and little or no previous training or work experience is required for many Grade Level I jobs. A minimum amount of training is necessary to prepare the employee, however, some Grade Level I positions may require some previous training, experience, or knowledge, as well as some mechanical ability, manual dexterity, or mental activity. The work performed is generally supervised. The work may involve physical exertion or unpleasant conditions.

**Student Worker II**
Previous training or experience, independent judgment and considerable mental activity are generally required for Grade Level II jobs. Some college education or comparable experience is often necessary. The work may include responsibility for the safety of the persons or property. Employees may act as supervisors of students in lower Job Grade Levels.

**Student Worker III**
Jobs in Grade Level III require a high degree of mental activity and independent judgment. The work performed involves decision-making and often requires the supervision of other student employees. The work may involve an important function of a department operation.

**Undergraduate Instructional Assistants**
Such student employees are employed by academic departments and paid from Faculty Salaries, but are not reported as the “teacher of record.” Undergraduate Instructional Assistants are responsible for a specific group of students and assign some portion of these same students’ grade. Additional Lamar University requirements include enrollment in at least six (6) hours in an undergraduate degree program (except for the final semester of enrollment), be classified as an undergraduate student and be teaching labs. They will be appointed via the Student Appointment Form through Career Services and will be paid on a stipend agreement.
**Graduate Students**
All graduate student positions are currently processed through the Human Resources Department. Please contact or visit their website for further instructions.

Graduate Assistants
Research Assistants
Teaching Assistants
Rights and Responsibility

It is the responsibility of the supervisor to:

- Post job openings to HireACardinal
- Clearly explain job responsibilities, performance expectations, pay rates, and work schedules associated with the position during a job interview.
- Students must attend orientation and workshops for ongoing professional development
- Provide the appropriate training and work space for each student employee
- Monitor the work award for each Federal Work Study student
- Contact the SEC when positions become available, filled or altered in any way
- Sign and submit timesheets to the Payroll Office on a timely basis
  - When any full-time personnel (Administrative Assistant, Department Chair, Director, etc.) sign a student worker’s timesheet, that person’s signature is verifying that the hours listed on the student worker’s timesheet are correct. Signing a student worker’s time sheet that includes hours the student did not work, and for which he/she should not be paid, is fraudulent. Such action may be referred for inquiry one or all of the following: Direct Supervisor, Department Head, Director of Human Resources, and University General Counsel.
- Monitor student employee’s minimum semester hour course requirements.
- We recommend to submit the student’s new hire packet two-weeks prior to the employment start date

A supervisor may reasonably expect the student to:

- Report to work at the agreed-upon time, prepared to work
- Attend to assigned duties on the job, and not conduct personal business while at work
- Work with a cooperative and positive attitude
- Notify the supervisor as soon as possible if his/her work schedule may need to be changed
- Keep an accurate record of hours worked
- Submit an accurate timesheet or timecard to the supervisor on the last working day of the payroll period
- Notify the supervisor promptly in the event of a revision in a Federal Work Study award
- Notify each supervisor if employed in more than one position
- Notify the supervisor of any job-related accident
- Maintain the minimum semester hour course requirements
The Federal Work-Study student also has additional responsibilities to the Office of Financial Aid and is expected to

- Notify the Financial Aid Department of any course hour changes during the academic year
- Maintain satisfactory academic progress
- Earn no more than the predetermined Work Study award
- Notify the Financial Aid Department of any changes in personal financial circumstances
- **Re-apply** for financial aid each year according to the deadline dates
- Submit all required documents to the Financial Aid Department in a timely manner
- **Renew** Work Study permits every semester in the Financial Aid Department
Helping Students Succeed - 10 Strategies for supervisors to help

1. **Be an example**
   Model strong work habits through efficient, dedicated work.

2. **Be Flexible:**
   Understand that employees are students first, and employees second. Though it is important to have high standards on the job, it is also important to be flexible in order to accommodate academic obligations.

3. **Communicate Expectations:**
   Communicate the job standards, requirements, and expectations to your student employees. One should not assume these are self-evident to the student, even though they seem obvious to you.

4. **Give Feedback Frequently:**
   Provide consistent and appropriate feedback to your student employees. Students, like all employees, benefit from feedback in job performance, providing it is communicated with a positive spirit and the goal of helping the student succeed.

5. **Be Fair:**
   Supervisors who are too lenient or view students as children are not doing students any favors. Student jobs are “real jobs”. Treat student employees, as you would like to be treated in a similar situation.

6. **Train, Train, Train:**
   Take the time to train your students in important work skills, attitudes, and habits such as time management, phone skills, quality service practice and handling difficult situations.

7. **Be a Team Player:**
   As the team leader, develop and nurture the unique contributions of each team member. Take a global perspective.

8. **Give Recognition:**
   When you see a student “going the extra mile”, acknowledge this in front of other staff and peers. People need to feel appreciated.

9. **Share the Vision:**
   Have regular staff meetings with your student employees, and inform them how their work fits into a larger purpose of the department and the situation.
10. Be the Educator:
To the degree that we each contribute to the lives of others, we are all educators. Do your part in helping the university produce graduates that are quality employees.

Semester Evaluations

Evaluations are necessary and important part of the employment experience; however, often times, student employees are overlooked in this process. It is important for student employees to experience the evaluation process, so that they might learn from it and be able to modify their future performance if necessary. Evaluations are not meant to reprimand a student whose performance is lacking; they serve as an excellent opportunity to recognize outstanding employees for a job well done and to help motivate students that are below expectation. The evaluation form may also be used to identify certain areas where student employees excel and areas where they might be able to improve.

• Schedule regular performance appraisals near the end of each semester. It is highly recommended that evaluations are done at least once a semester. A copy of the completed evaluation should be kept in the student's file for future reference and a copy should be given to the student for personal records.
• Complete the performance evaluation form before the meeting (be specific, honest, and fair) and also make a copy of the form for the student employee for self-assessment prior to appraisal meeting
• To have a successful discussion
  o Introduce the goal of the meeting and explain how you define the evaluation criteria
  o Focus on learning and development
  o There should be no surprises. Do not bring up something that has not been mentioned before
  o Help employees celebrate the success and failures for learning by experience.
  o Review your written comments with the student
  o Ask student employees for feedback on your comments and allow time for questions
  o Ask for feedback regarding your supervision
  o Determine what training or coaching is needed
  o Focus on future job performance and agree on the next action steps
  o Give student employees a copy of the signed appraisal form
Discipline Interview

- There may be times during employment when a student is not performing to expectations. At these times it may be necessary to inform the student of his/her performance.
- The first step in this process should be to verbally notify the student of the inappropriate action(s). If the situation persists. The problem should be defined, in writing, on Performance Feedback Form, including suggestions for improvement and an expected date of improvement. This form should be signed by the supervisor and student so that there is a mutual understanding of the situation, and a copy should be maintained by both.
- Following these procedures should improve the situation; otherwise, termination may be necessary.

Termination Actions

- You have the right to terminate a student’s employment
  - You should make every effort to coach the student employee and offer him or her opportunity to improve before termination of employment. However, some situations may warrant immediate termination.
  - You are responsible for bringing your concerns about job performance to the student’s attention
  - Progressive discipline should be used where applicable, including verbal warning, written warning, and finally discharge.
  - Maintain written documentation of each discipline situation.
- SEC should be notified in written form as soon as the decision to terminate is made. Student employees may write a letter of appeal to be placed in their student employment file. Please use the Performance Feedback Form located on the forms section on the SEC website.
- It is recommended that both supervisors and student employees give two weeks notice of resignation/termination, whenever possible.
**Problem Resolution Process**
A set of procedures has been established to resolve complaints, disagreements, and/or differences student employees have with employers or the department.

Lamar University recognizes the importance of providing a prompt and efficient process for resolving student employee/employer conflicts. Conflict resolution should be sought at the level closest to the parties involved. In some cases a neutral third party in the form of a mediator may be able to provide assistance in helping the parties in conflict reach a fair and equitable resolution.

1. Procedure
1.2 Meet with the immediate supervisor to address the particular problem. The employee should request a meeting with the immediate supervisor to discuss the complaint within **fifteen (15)** working days of the most recent occurrence. In cases where the problem directly involves the immediate supervisor it is suggested that the student employee discuss the problem with the supervisor; however, if this is not conducive to the resolution of the issue the student employee should request a meeting to discuss the problem with the individual at the next level of supervision.

1.3 If discussion with the supervisor does not result in a satisfactory resolution to the problem, the student employee should request a meeting with the department head, or similar administrative unit, to discuss the complaint. This meeting should be requested within **five (5)** working days of the employee's meeting with the supervisor.

1.4 If the student employee is not satisfied with the decision of the department or unit head, the employee may file a Problem Resolution Form with the Student Employment Center. The form must be filed within **five (5)** working days of the receipt of the unsatisfactory decision. The Student Employment Center will forward a copy of the form to the department or unit head and the employee’s immediate supervisor.

2. Mediation
2.1 Mediation: The student employee may choose to pursue mediation as a means of resolution. The student employee may meet with the Student Employment Center if needed.

2.2. Mediation will occur within **seven (7)** days of Problem Resolution Form filed to the SEC.

2.3 Confidential information disclosed to a mediator by the parties or witnesses, in the course of the mediation, will not be divulged by the mediator. All records, forms or other documents received by a mediator while serving in that capacity will be confidential. The mediator will not be compelled to divulge such records or to testify in regard to the mediation in any adversarial proceeding or judicial forum to the extent provided by law. Mediation with the Student Employment Center is confidential; however, due to continual issues and discrepancies the Problem Resolution Form on file could be forwarded to the Department of Student Development and Leadership.
2.4 Once mediation has occurred, pending of the resolution and student agreement, the department will be notified. Neither discussion, nor details of an agreement resulting from mediation, will be disclosed by the Student Employment Center.

2.5 Should the student employee not wish to mediate or should mediation fail due to time lapse, resolution and mediation will be voided.
Orientation and Workshop

Sign-up through the Student Employment Center

Supervisor Orientation

Orientation

• Summary
  o Best Practices
  o Job Posting
  o Evaluations

Student Employees

Please NOTE: It is highly recommended that all students attend an orientation on or before employment. Departments can request a private orientation and workshop for employed students. Sign-up through the Student Employment Center.

Orientation

• Summary
  o Forms
  o Child Protective
  o Business Ethics
  o Customer Service
  o Professional Expectations
Highlights and Awards

National Student Employee of the Year Award

The Student Employment Center highly encourages all departments to show appreciation and take on efforts for their employed students.

As part of this effort, each supervisor is encouraged to nominate one outstanding student within their department. The Nomination process begins in January followed by the award ceremony in February. The Lamar University recipient is nominated to the regional level and the regional level is then nominated to the national level.

Eligibility:

- Students must be employed for at least 3 months
- Students must have at least a GPA of 2.5

Nominations:

- Write a letter of nomination: name, Lamar ID, department and length of employment. Please describe reliability, quality of work, initiative, attitude, professionalism and uniqueness of contribution.

Acknowledgement:

- All nominees will receive a certificate
- The department will receive a plaque to display for the year until the following award ceremony. The Department and supervisor will receive acknowledgement for promoting student development.

Submit all Nominations by Deadline as announced

The nominations forms are available on the Student Employment Center website as well as all announcements to enter nominations will be announced via email and campus mail.

For more inquiries, please contact the Student Employment Center at 409-880-8884
National Student Appreciate Week

The second full week of April each year, Lamar University joins the National Student Employment Association, the Southern Association of Student Employment Administers and hundreds of colleges and universities across the nation in celebrating National Student Employment Week.

We value our student employees for the multitude of roles they fill in our offices, as well as the contributions they make to our establishment. This week gives us the opportunity to show our appreciation for these contributions, and the juncture to draw awareness of the influences student employees make in our day-to-day operations.

How can you celebrate?

• Create your own celebration award
• Take you student employees to lunch or have it catered
• Create a “goodie” bag or basket
• Have a secret pal during the week
• Provide gift certificates
• Create a bulletin board honoring the students and take pictures to display them
• Coupon booklets
• White elephant game
Reference Letter Example

To Whom It May Concern:

I would like to recommend Sharon Doe as a candidate for a position with your organization. In her position as Staff Assistant, Sharon was employed in our office from 2010 – 2013. Sharon did an excellent job in this position and was an asset to our organization during her tenure with the office. She has excellent written and verbal communication skills, is extremely organized, can work independently and is able to follow through to ensure that the job gets done.

During her tenure with XXXX, Sharon was responsible for supervising the department office assistance. These assistance, under Sharon’s management, were responsible for many of the office’s basic administrative and clerical functions. Sharon effectively scheduled and managed several assistants to maintain efficient office operations.

Sharon was always willing to offer her assistance and had an excellent rapport with the many constituents served by our office including clients, employers, and other professional organizations. She would be an asset to any employer and I recommend her for any endeavor she chooses to pursue.
Frequently Asked Questions

• My student worker has not received a paycheck. Why is this?
  o There are several reasons why a student employee may not receive a paycheck. Contact the Student Employment Center or the Payroll Office to solve the problem.

• If a Student Assistant worked the same job last semester, does he/she need a new assignment?
  o No. As long as the student’s name remains on the department’s timesheet under a Student Authorization card.

• If a student worked a Federal Work Study job last semester, does he/she need a new assignment?
  o Yes. At the onset of every semester, all Work Study students need a new assignment and a Federal Work Study Permit with their award amount listed.

• What happens if an employee does not get a Federal Work Study Permit before they start working?
  o The employee will not be allowed to work on a Federal Work Study account, therefore there may be a time delay determining if they have been awarded Work Study or from what account they should be paid.

• My student worker is about to run out of Federal Work Study funds. What will happen?
  o The student may contact the Financial Aid Department to see if it is possible to increase the award. If this is not possible, then:
    ▪ Reassign the student as a Student Assistant if funds are available.
    ▪ Do not allow the student to work until he/she receives a new award.

• My student worker dropped to five semester hours. Can he/she still work?
  o No. The six (6) hour minimum applies to all students during the long semester.

• My student worker did not punch in, but did work. Can he/she be docked that time?
  o No. According to the Fair Labor Standards Act, you must pay an employee for hours actually worked.