Meaningful Student Employment
Information for Employers

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Introduction & Overview

- Angela Stillwagon, Career Services
  - Meaningful Student Employment
  - Benefits to Employers and Students
  - Core Competencies for Employability
  - Supervising
  - Posting Jobs

- Tristan Sewell, Financial Aid
  - Work-study
  - Paperwork
  - Timecards
  - Mandatory Trainings

- Questions?
The student employment program at Montana Tech has three primary purposes:

- To provide students with a source of financial support
- To furnish valuable work experience to complement their academic pursuits
- To help carry out the daily operations of the university

The Montana Tech Student Employment Policy and Guideline is available online.
Benefits to you and to your students

- **Supervisors**
  - Assistance with projects and tasks
  - Fresh ideas and skills
  - New perspectives
- **Students**
  - Flexibility (work between classes)
  - Gain mentors/build references
  - Gain transferrable skills
Meaningful Student Employment

- Help students prepare for careers
  - Build resume
  - Develop core competencies
  - Develop relationships
  - Develop networking skills
  - Develop new job skills
  - Find value in menial tasks
Core Competencies Employers Expect

- NACE Definition of Career Readiness
  - The attainment and demonstration of requisite *competencies* that broadly prepare college graduates for a successful transition into the workplace
    - Critical Thinking/Problem Solving
    - Oral/Written Communication
    - Teamwork/Collaboration
    - Information Technology Application
    - Professionalism/Work Ethic
    - Career management
    - Global/Intercultural Fluency

http://www.naceweb.org/career-readiness/competencies/career-readiness-defined/
Supervising

▶ Communication is critical
  ▶ Take the time to train and provide an orientation
    ▶ Keep in mind the different learning and communication styles.
▶ Set clear expectations and deadlines
▶ Develop a policy and training manual
  ▶ Or, have an established student employee create it as a meaningful project
Posting Student Jobs

- Post through DIGGERRecruiting, why?
  - Equal opportunity
  - 872 students in DIGGERRecruiting are interested in working on campus!
  - Review resumes & manage multiple jobs online
  - Specify application instructions or have students apply online. Specify work-study requirement
  - Request a resume (benefits you and the student)
- Interview appropriate applicants
- Provide candid feedback to declined students
- Hire with appropriate paperwork (confirm work-study eligibility with Financial Aid)
Employment Forms & Considerations

- Tristan Sewell, Financial Aid
  - Work-study
  - Paperwork
  - Timecards
  - Mandatory Trainings
Work-study vs. Non-Work-study

- Some departments have a budget to pay student employees
  - These departments can hire non-work study or work-study students.

- Departments with no student employee budget line can hire work-study students
  - Work-study is a federal student aid program that provides part-time employment while a student is enrolled in college to help pay education expenses.
Paperwork

- **If the student has never worked on campus,** he or she must come by Enrollment Services, MG 207, to pick up the new student employment packet.

- **If the student has worked on campus or is currently working on campus,** a new student employment certification form must be completed.
Paperwork (continued)

- New student employment packet:
  - Student Employment Policies form
  - Montana Tech Student Employment Certification form
  - Form W-4
  - Form I-9 (student must present acceptable form(s) of identification from the Department of Homeland Security’s Lists of Acceptable Documents)
  - Decedent’s Warrants (optional)
  - Equal Employment Opportunity (optional)
  - Statement of Selective Service Registration Status
  - Employee Authorization for Electronic Payroll Deposit (optional)

- Student employees are not allowed to begin working until all necessary paperwork is complete and turned in.
Timecards

- Timecards have a new look!! **Old timecards will not be accepted.**
- Pre-printed timecards are sent to the hiring department once completed paperwork has been processed.
- The student employee pay period is the 19th of the month through the 18th of the next month. Students are then paid on the 1st day of the following month.
- All timecards are:
  - To be completed in ink, signed by the student employee and supervisor.
  - Only accepted if delivered by the supervisor, administrative associate, or other campus official. Timecards will be accepted from a student only if they are sealed in an envelope signed by the supervisor.
Timecards (continued)

- An “X” in a box means that specific date is not relevant to that pay period.
- An “H” in a box indicates that day is a holiday.
- Students should use the quarter system when filling in hours on their timecards and hours should be totaled by the student and supervisor prior to submitting the timecard.
- GTA and GRA student employees should write “All Requirements Fulfilled” or similar language over the boxes.
Mandatory Trainings

- Americans with Disabilities Act and ADA Amendments Act for Higher Education
- Discrimination and Harassment Prevention for Higher Education
- **FERPA for Higher Education**
- Preventing Discrimination and Sexual Violence Plus: Title IX, VAWA and Clery Act for Faculty and Staff
Any Questions?
Thank you!

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