

STUDENT EMPLOYMENT NEWSLETTER

OFFICE OF STUDENT EMPLOYMENT

www.monmouth.edu/student_employment

FALL 2016

2016 Federal Work Study Job Fair

Thursday, September 8th—1:30 PM to 3:30 PM

OceanFirst Bank Center

Mark your calendars! The annual Federal Work Study Job Fair will be taking place in the OceanFirst Bank Center on Thursday, September 8th from 1:30 P.M. to 3:30 P.M. The job fair offers students the opportunity to speak with departments that are hiring for the coming year. It is the perfect time to meet with potential student employees and either collect a list of student names to follow up with at a later time or hire right on the spot!

How to Participate

If you are interested in taking part in the 2016 Federal Work Study Job Fair follow these simple steps:

SUPERVISORS	STUDENTS
1. Pre-register online through the Student Employment website— www.monmouth.edu/student_employment	1. Complete paperwork at Job Fair or pre-register during paperwork hours
2. Prepare any materials you will need at your table	2. Print out your class schedule and a resume *optional
3. Show up!	3. Show up!

“It is empowering to be able to be a student employee as well as a full time student. It has taught me how to balance my responsibilities and will help me be successful in the future! “

*- Erin Cieslak
Tutoring, Writing Services*



Vice President P. Swannack, 2016 Student Employee of the Year, William Scarano, Writing Services, Honorable Mention, Ashley Beneventine, Undergraduate Admission, Federal Work Study Community Service Award Winner, Alexis Gratton, Turner Syndrome Foundation and Almee Parks, Student Employment

In This Issue

- 2016 Federal Work Study Job Fair
- How to Hire a Student Employee
- New Required Trainings
- 2015—2016 in Review

STUDENT EMPLOYEE & GRADUATE ASSISTANT TRAININGS
OFFICE OF STUDENT EMPLOYMENT

	ULTIPRO	BLOODBORNE PATHOGEN	EMERGENCY RESPONSE	HAZARD COMMUNICATION	PREVENTING SEXUAL HARASSMENT	FERPA	CODE OF ETHICS	FALL PROTECTION	WORKING WITH MINORS
Afterschool Aide									X
America Counts/ Reading Tutor									X
Art&Design Lab Assistants		X	X	X					
Assistant Debate Coach									X
Biology Lab Assistant		X	X	X					
Camp Counselor		X	X		X				X
Cashier						X			
Chemistry Lab Assistant		X	X	X					
Data Entry Specialist						X			
Data Processing Assistant						X			
Equipment Room Manager		X	X	X					
Event Set Up		X	X						
Grounds		X	X	X					
Honors Mentor						X			
Library Tutor									X
Keansburg Teacher Assistant									X
Lieutenant		X	X	X					
MAC Building Manager		X	X	X					
Mailroom Assistant		X	X	X					
Math Center Tutor						X			
New Hires	X		X						
Office Assistant						X			
PAC Tutor									X
Peer Learning Assistant						X			
Peer Tutor						X			
President's Office - Office Assistant						X	X		
Purchasing Card Assistant						X			
Science Mentor & Coordinator						X			
Service Response		X	X	X					
SI Leader						X			
Sports Medicine Aide		X	X	X					
Stage Craft Assistant		X	X	X					
Student Advising Mentor						X			
Transfer Mentor						X			
Writing Assistant						X			
Videographer								X	
YMCA									X

Current list of required trainings for Student Employees & Graduate Assistants

How to Hire a Student Employee

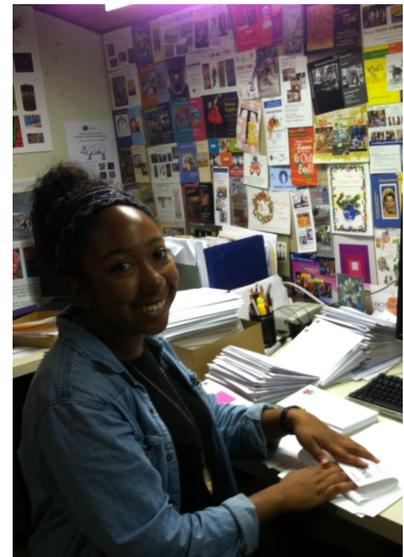
Hiring a student employee is mutually beneficial and is a key component to the transformative learning model of Monmouth University. Here's how you can hire a student employee:

1. Contact the Office of Student Employment
2. Complete a job description
3. Receive referrals/Interview

Required Trainings

Over the past year there have been a number of additions to the training requirements for student employees. These requirements have been put in place to protect both the students and the university. As the new school year approaches, it is important that you as a supervisor of student employees understand and support the efforts of the Compliance Office, Office of Equity and Diversity, and the Office of Student Employment.

Before a student employee begins any regular duties as part of their position, please be sure that they have completed all required trainings. Student employees will be notified as to what trainings they need to complete when they return their Student Employment Referral Form to the Office of Student Employment. In addition, instructions for completion will be included. To ensure that your student employee has completed all required trainings, you may view their timecard and read the notes that they are instructed to add to the punch that is associated with their training period.



Federal Work Study students can work off-campus too! - Mariah Anderson, Monmouth Museum, Lincroft, NJ

2015 — 2016 Year in Review

- ◆ Over **500** students attended the Federal Work Study Job Fair
- ◆ Met one-on-one with **400** students to assist with their employment search
- ◆ **1,575** students filled **2,214** jobs
- ◆ **220** students attended Student Employee Appreciate Day
- ◆ **1,164** students were trained to use Ultipro through **110** sessions
- ◆ Over **\$17,000** in donated coupons, t-shirts, gift certificates, and food were given away during Student Employment Week
- ◆ **54** students worked in off-campus community service positions