

STUDENT EMPLOYMENT NEWSLETTER

Office Of Student Employment

www.monmouth.edu/student_employment

Summer 2018



Follow us for the latest updates, workshops and events in Student Employment! @mu_studentemp

Welcome to the Student Employment Family!

The Student Employment Office helps students find on campus jobs and offers training workshops to both students and supervisors.

Student Employment (SE) uses an online timekeeping system called UltiPro! It is a “one stop shop” for all student employee needs– punch in and out for work; review time-cards, Federal Work Study award balance, pay history, etc.!

Aimee Parks, Assistant Director of Human Resources for S. E. and a M.U. alum, is dedicated to making sure both students and supervisors have a positive student employment experience.

Sandy Brown, Student Employment

Administrator, monitors employee trainings and creates student employment workshops. Sandy previously mentored the Editorial Board members of *The Outlook* newspaper!

Rose Chasey, Student Employment Coordinator, helps hire and track graduate assistants. She also monitors Hawks Career Link.

Stephanie Ambrozy serves as the Student Employment Assistant and handles the flow of the office (which is no easy task!).

We are located in Bey Hall room 127 and open 8:30 am – 5:00 pm.

BENEFITS OF WORKING ON CAMPUS:

- ◇ Gain experience for your resume
- ◇ Enjoy flexible scheduling
- ◇ Meet professors and staff
- ◇ Connect with supervisors concerned with your academic progress
- ◇ Work in areas related to your major
- ◇ Get involved with the campus community
- ◇ Gain confidence, leadership skills and customer service skills
- ◇ Earn extra income !!!



Did you know Student Employment is under the Division of Administrative Services?! Our team pictured above—Sandy Brown, Aimee Parks, Robyn Salvo, Vice President Patti Swannack, Rose Chasey, Stephanie Ambrozy

Direct Deposit is Available!

Searching for your paycheck? Student employees are encouraged to take advantage of Direct Deposit. Signing up is simple through Ultipro!

Trainings for employees

Monmouth University offers a wide variety of different jobs on and off campus. The training requirements for each job differs.

All new employees are required to attend UltiPro and Emergency Response trainings, and complete Preventing Discrimination and Harassment training online. Additional requirements shown on the chart to the right.

SE Quote

"[Student Employment] teaches me to organize my time better and it helps me to connect with other students and faculty on a more personal level."

- Matthew Sheehan, B.S. 2017
MBA 2018

Contact Us!

Aimee Parks, M.A.

Assistant Director of Human Resources for Student Employment
aedmunds@monmouth.edu

Sandra Brown, MSEd

Student Employment Administrator
sbrown@monmouth.edu

Rose Chasey

Student Employment Coordinator
rchasey@monmouth.edu

Stephanie Ambrozy

Student Employment Assistant
sambrozy@monmouth.edu

Bey Hall Room 127
Open Monday-Friday
8:30 am - 5:00 pm
732-263-5706

Student Employee & Graduate Assistant Trainings									
Office of Student Employment									
	Ulti-Pro	Blood-Borne Pathogen	Emergency Response	Hazard Communication	Preventing Discrimination/Harassment	FERP A	Code of Ethics	Fall Protection	Protecting Children/Reporting Sexual Misconduct
New Hires	X		X		X				
Aftercare Aide/YMCA									X
America Counts/Reading Tutor									X
Art & Design Lab Assistants		X		X					
Assistant Debate Coach									X
Biology/Chemistry Lab Assistant		X		X					
Camp Counselor		X		X					X
Cashier						X			
Data Entry Specialist						X			
Data Processing Assistant						X			
Equipment Room Manager		X		X					
Event Set-up		X							
Fitness Instructor		X				X			
Graduate Teaching Assistant						X			
Grounds		X		X					
Head R/A		X				X			
Life Guard		X		X					
Mailroom Assistant		X		X					
Math Center Tutor						X			
OceanFirst Building Manager		X		X					
Office Assistant						X			
Orientation Leader / EOF Peer Counselor						X			X
PAC Tutor									X
Peer Learning Assistant						X			
Peer Mentor & Coordinator						X			
Peer Tutor						X			
President's Office-Office Assistant		X				X	X		
Referee		X							
Service Response		X		X					
SI Leader/SI Team Leader						X			
Snow Removal		X		X					
Sports Medicine Aide		X		X					
Stage Craft Assistant		X		X					
Student Advising/Transfer Mentor						X			
Tour Ambassador						X			
Videographer								X	
Writing Assistant/Coach						X			

Bey Hall Room 127

732-263-5706

Student Employee & Graduate Assistant Training List

HOW DO I APPLY FOR ON-CAMPUS JOBS?



Workshop Fair

Thursday, September 6th

1:30 PM - 3:30 PM / Ocean First Bank Center

- Attend Hawks Career Link, Resume Writing & Interviewing Workshops
- Meet with supervisors from on and off campus departments / agencies