

Student Success Task Force: Student Employment Application Process

Members

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Charge

- Simplify the process of finding and obtaining on-campus employment for students.
- Reduce the administrative burden created by duplicative processes.
- Increase the number of students applying for on-campus employment.

Issues/Concerns

- Jobs are posted in multiple places and it's confusing.
- It's unclear where to find jobs.
- The current system's search functions don't work well and it isn't mobile-friendly.
- Campus staff don't know who to ask questions about student job postings, payroll & HR issues and policies.

Conclusions, Recommendations & Timeline

- Policy on Student Employment (Spring 2016)
- Deliver new online application system (Summer 2017)
 - Better leverage existing PeopleSoft data
 - Campus education on new system
- Hire student employment coordinator (Summer 2016)
 - Implement Supervisor/Mentor Training
 - LEAD workshops for student professional development & acquiring job skills
 - Develop a onboarding & offboarding process
 - Rebrand student employment is experiential learning
 - Develop enhanced alumni engagement for former student employees