

Student Employment Application

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

- 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.



Project Team

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Recommendations

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