

# 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

Dean Peter McDonald (Co-Facilitator, Madden Library)  
Tom Gaffery (Co-Facilitator, Administrative Services)  
Debbie Young (Co-Facilitator, Career Center)  
Amy Allen (Student Recreation Center)  
Robert Medina (Financial Aid)  
Mike Pronovost (Technology Services)  
David Sieperda (University Agricultural Laboratory)  
Denise Tardell (Financial Aid)  
Dawn Truelsen (University Communications)  
Blake Zante (Student)

## 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