

CAREERS START HERE

STUDENT EMPLOYMENT NEWSLETTER

April Edition

In this issue:

1. Timely Reminders: Additional Hours this Week & End of Year Dates
2. Student Employment News: SEP April Meeting – 4/19/2023
3. Tip of the Month: Student Employee Appreciation Week: April 10-14, 2023
4. For Your Students: Lagniappe Internship Fund

Timely Reminders

Additional Hours for Students:

Student employees can work an additional 4 hours for each day off during holidays and breaks. Please see below for the additional hours students can work during the upcoming breaks:

- Week of Good Friday (April 1-7) – 4 Hours additional

End of Year Dates:

May 15, 2023 – Students can begin working up to 40 hours per week. If student employees are enrolled in summer sessions, their hours will need to be adjusted for the weeks they are in school.

May 19, 2023 – Commencement

- Last day that graduating seniors can work.
- Last day that students can work on 2022/2023 President's Student Aid or Federal Work Study.
 - If your student employee will continue working over the summer on department funds, the job profile should be changed to "Student-LSU" and the compensation end date will need to be removed.

Student Employment News

SEP April Quarterly Meeting: April 19, 2023, 9:30 am – 11:00 am

Please register to attend

- April 19, 2023
9:30 – 10:30 am
Capital Chamber Room 329, LSU Student Union

Agenda:

- Preparing for Fall 2023 – Hiring New Students

- Identifying Needs, Handshake Best Practices, Job Descriptions
- Federal Work Study
 - Utilization Tips, Myths, Best Practices
- Student Employee Professional Development
- End of Year Reminders

Save the dates for our upcoming 2023 meetings. Calendar invites along with more information to come!

- July 19, 2023 – 9:30 am
- October 18, 2023 – 9:30 am

Procedures for Non-LSU Student Employees:

We recently updated the student employee procedure regarding non-LSU students during semester breaks. The change impacts procedures for those students who:

- Graduated LSU A&M in the previous semester and attending Graduate School at another institution in the upcoming semester.
- Graduated from another institution in the previous semester and attending LSU A&M in the upcoming semester.
- Attended another institution in the previous semester and attending LSU A&M in the upcoming semester.

These students are now allowed to be student employees under the “Student – Non-LSU” workday job profile.

Please see the attached document for more information.

Tip of the Month

Student Employee Appreciation Week: April 10 – 14, 2023

Take the opportunity during Student Employee Appreciation Week to show your students that they are valued! Attached is a toolkit with ideas and templates.

*Please note, all purchases related to Student Employee Appreciation must follow LSU purchasing guidelines.

For Your Students

Lagniappe Internship Fund:

No student should pass up a career opportunity because of living expenses, travel, or an unpaid internship. The campus-wide Lagniappe Internship Fund aims to reduce financial barriers LSU students may face when presented with out-of-state or unpaid internships.

Encourage your students to apply! The application deadline April 7, 2023.

[Click here to learn more and apply for the Lagniappe Internship Fund.](#)