

CAREERS START HERE

STUDENT EMPLOYMENT NEWSLETTER

July Edition

In this issue:

1. Timely Reminders: Post Fall on-campus jobs to Handshake and Student Employee Breaks
2. Student Employment News: SEP July 19 Meeting – [Register Here](#)
3. Tip of the Month: Job Descriptions for Student Employees
4. For Your Students: Communication-Intensive (C-I) courses

Timely Reminders

Breaks for Student Employees:

Breaks for student employees should at minimum adhere to the following:

- Students working a full day (8 hours) are allowed the same breaks as full-time employees – a 15-minute morning break (paid), a 30-minute lunch (non-paid), and a 15-minute afternoon break (paid). The 30-minute lunch break should not be recorded as time worked on a timesheet.
- Students working continuous 4-hour periods are allowed a 15-minute break (paid) and it should be taken approximately in the middle of the work shift.
- The length of time worked before having to take a lunch break should be set by each department.
- For students under 18, if the work period exceeds 5 hours, a 30-minute lunch (non-paid) must be taken. Louisiana guidelines, including limitation for minors under age 17 can be found at [LA Works](#).

Get Fall Jobs Posted to Handshake:

Increase the visibility of your job posting and get a larger applicant pool by posting your fall jobs now. Incoming and continuing students will be searching for on-campus jobs during the summer. Orientation starts this week and finding an on-campus job is a top concern for incoming students and parents. Students will gain access to Handshake after their orientation session, and they will start to look for jobs! [Visit our website for guidance on job descriptions, posting on handshake, and best practices!](#) A few tips:

- Include as much detail as possible about job description, job duties, and expectations. See our website for sample descriptions and other tips about what to include.
- Since you might want to have the job posted now but wait until closer to the start of the semester to interview – include a timeline in your job posting. This lets the students know when to expect to be contacted about an interview or next steps.

- Include your contact information in the post. Students often ask who to contact for more information. Either include your email in the posting or make your contact visible on Handshake so students can message you through Handshake.
 - Go to my profile > account > Select “Visible on Company Profile”
- Always select “On Campus Job” when creating the posting.
- [Find more tips in the instructions on our website!](#)

Student Employment News

On-Campus Job Fair

[Registration is NOW OPEN for the On-Campus Job Fair.](#) It will be held during Welcome Week on Wednesday, August 16, 2023 from 1:00 p.m. – 3:30 p.m. in the LSU Student Union Ballroom.

- Registration is free for on-campus departments and lunch will be provided from 12 p.m. – 1 p.m.
- We will be providing a tailored experience for students with Federal Work Study. Students who have been awarded Federal Work Study Program will enter the fair at 1 p.m. They will be invited to attend an informational session presented by the Career Center at 12:30 p.m. After the session, they will be walked over to the Ballroom to attend the Career Fair.
- [Register your department and find more information on our website.](#)

SEP Quarterly Meeting: July 19, 2023, 9:30 am – 10:30 am

Please register to attend the July SEP Quarterly Meeting – [REGISTER HERE](#)

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

Agenda:

- International Student Employees
 - ISO will be joining us to discuss best practice for hiring international students.
- Student Employee Professional Development
- Summer/Fall Student Employment Updates & Reminders

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

- October 18, 2023 – 9:30 am

Tip of the Month

Olinde Career Center Website Redesign

The OCC Website including Student Employment recently went through a redesign. [Check out our new website and resources for Student Employment.](#) Please let us know if you see any further improvements that could be made!

Job Descriptions for Student Employees

All student employment positions should be posted on Handshake, so all students have access to all opportunities. A well-written job often produces a better candidate pool because job seekers are provided clarity on what is expected with the role.

The best job descriptions include:

- A specific but concise job title that gives context to the type of work. Avoid any abbreviations or acronyms.
- An objective sentence that gives a concise overview of the position and how it fits in with the broader goals of the office.
- Job duties, preferably in bullet-point format, describing tasks with a fair amount of specificity.
- Increase the diversity of your applicant pool and inclusiveness of your hiring process by including a note that you are willing to provide training. For example, "Prior experience not required, and training will be provided."
- Any requirements of the work that would be beneficial for applicants to know up front. For example: minimum hours expected, or specific availability required.
- A brief description of benefits. For student employment, benefits include the types of skills the student will have the opportunity to develop through their work and scheduling flexibility.
- Departments that do not have available funding for student employees may choose to only consider students with Federal Work-Study or President's Aid award packages. If your position relies on aid funding, this should be clearly stated in the first sentence of the job description; "This position is open to students who have accepted Federal Work-Study or President's Aid."

If you do not have access to Handshake, email Leslie lmoran1@lsu.edu to get an account.

For Your Students

Communication-Intensive (C-I) courses:

Did you know communication skills are one of the most sought-after competencies employers look for in new hires? LSU Communication across the Curriculum (CxC) offers Communication-Intensive Courses for LSU students. In Communication-Intensive (C-I) courses, instructors integrate communication skills building activities into the course content to deepen learning and advance skills. For C-I students, it's a robust learning opportunity to upgrade their educational experience without taking any additional courses!

There are more than 300 undergraduate C-I courses sections offered each semester across the disciplines. [Check out the offerings on the CxC website.](#)

Thank you,

Office of Student Employment

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