

CAREERS START HERE

STUDENT EMPLOYMENT NEWSLETTER

June Edition

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Timely Reminders

Get Fall Jobs Posted to Handshake ASAP:

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:

- 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 the job will be posted now but you might want to 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 Job Fair.

- [Register your department and find more information on our website.](#)

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

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

Tip of the Month

Workday - Scheduled Weekly Hours and Default Weekly Hours

Students should not have a Full Time Equivalent (FTE) above 50% (unless approved by SEO to work 25 hrs/wk, then 62.5%). If the student is working more than one job the FTE must be divided so as not to exceed 50%. The FTE is determined by the **Scheduled Weekly Hours** entered under Location in the hire divided by the Default Weekly Hours. So, students should have 20 Scheduled Weekly Hours equaling 50%. Scheduled Weekly Hours should NOT be adjusted for summer or breaks, even if the student is working extra hours.

Default Weekly Hours will always remain at 40.

For Your Students

Career Exploration:

Summer is a great time for your students to reflect on their career journey and plan for the next steps! The Olinde Career Center has tools and resources to help students on their career journey. The OCC offers assessments to help students learn about their interests and possible career opportunities. [Visit our website for more information on Career Exploration!](#)