

# CAREERS START HERE

## STUDENT EMPLOYMENT NEWSLETTER

### March Edition

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### Timely Reminders

#### **Student Employee of the Year Nominations Due Friday, March 10<sup>th</sup>:**

- Completed nomination forms should be sent to [stuemployment@lsu.edu](mailto:stuemployment@lsu.edu)
- Nominees will be celebrated, and the winners will be announced at the Student Employee of the Year reception, held on Thursday, April 13, 2023 from 3:30 – 4:30 pm in the Lod Cook Alumni Center.
- Award winners will receive a \$500 scholarship.
- [More information can be found on our website and below:](#)

#### **LSU SEOTY Nomination Process**

- Students can be nominated in the following categories:
  - Purple Award – Excels in areas like Innovation, Creativity, Research, Unique Contribution
  - Gold Award – Excels in areas like Leadership, Professionalism, Quality, Initiative
- Units can have one nomination per category (1 for Purple and 1 for Gold).
  - You can nominate one student for both categories (Purple and Gold)

**OR**

  - You can nominate one student for the Purple Award and another student for the Gold Award.
- To qualify for the 2023 Student Employee of the Year award, students must have worked a minimum of 6 months during the period of June 2022 – May 2023 (anticipated).
- Graduate Assistants and Teaching Assistants are **ineligible** for Student Employee of the Year
- The LSU SEOTY committee, consisting of staff from across campus, will review nominations and determine a SEOTY winner for each award. Award winners will receive a \$500 scholarship.
- All nominees and their supervisors will be invited to a Student Employee of the Year reception, held on Thursday, April 13, 2023 from 3:30 – 4:30 pm in the Lod Cook Alumni Center.

**SEOTY Nomination Form** – The student employee's supervisor should submit the Nomination Form by **Friday, March 10, 2023** to [stuemployment@lsu.edu](mailto:stuemployment@lsu.edu).

## **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 time students can work during the upcoming breaks:

- Spring Break (March 11-17) – 20 Hours additional for Total of 40 Hours
- Week of Good Friday (April 1-7) – 4 Hours additional

## **Spring Break:**

Spring Break is next week! Reminder to check with your students about their availability to work.

## **Student Employment News**

### **SEP April Quarterly Meeting:**

Save the date for our April Meeting! A calendar invite and registration link will be sent in the next couple of weeks.

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

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

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

### **SEP Teams Channel:**

All SEPs (employees with SEP designation in Workday) will be added to a Teams Channel on Wednesday 3/8. The channel will be a place to connect with each other and share resources like job descriptions, handbooks, forms, etc. It will also be a place for discussion and sharing among SEPs. Check out the instructions on the main page of the General Channel 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! Below are a few ideas of ways to show your appreciation:

- Nominate your student for [Student Employee of the Year!](#)
- Give them a Certificate of Appreciation
- Decorate your student's door or work space
- Take them out to lunch or provide lunch
- Provide snacks or other small treats

- Ask staff members to contribute to a goodie bag or care package
- Handwritten thank you notes
- Post on your department's social media to recognize your student employees
- Make all staff aware of Student Employee Appreciation Week so they can give thanks and shout outs during the week
- Make an Appreciation Sign for each student - all staff can write words of thanks or appreciation for each student

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

We will also have a toolkit available in the coming weeks with more ideas and templates!

### **Resource - LSU Cares:**

If you or a supervisor is ever concerned about a student employee and their well-being, you can submit a CARES report. LSU Cares is a university initiative dedicated to the well-being of students and promotion of a community that cares about each of its members.

LSU offers an online reporting system to help students, faculty, staff, families, and friends submit a report of concern regarding, but not limited to, the following situations: academic intervention, academic misconduct, behavioral misconduct, bias or discrimination, hazing, sexual misconduct, student grievances, and students of concern.

When a report is received, staff will review the details using a CARE approach (Communicate, Assess, Refer, Educate) and then determine a response that includes appropriate campus resources.

For more information visit: <https://www.lsu.edu/saa/lsu-cares/>

### **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.](#)

#### **Major Mapping & Career Destination Workshop:**

Looking to choose your major or focus on a career direction? Considering changing your major and trying to find the right one? Join the Olinde Career Center and University Center for Freshman Year (UCFY) for the Major Mapping & Career Destination workshop. Register through the link below:

- [Wednesday, March 22, 12-1 pm – Virtual via Zoom](#)
- [Thursday, March 23, 3:30-4:30pm – In-person: 256J - Career Classroom - LSU Student Union](#)

## **Graduate School Scoop**

If you have any questions regarding graduate assistantships, please contact the Graduate School at [gradawards@lsu.edu](mailto:gradawards@lsu.edu).

Thank you,

### **Office of Student Employment**

LSU Olinde Career Center  
Louisiana State University  
158 LSU Student Union, Baton Rouge, LA 70803  
office 225-578-2162 | fax 225-578-8927  
[stuemployment@lsu.edu](mailto:stuemployment@lsu.edu) | [lsu.edu](http://lsu.edu) | [lsu.edu/careercenter](http://lsu.edu/careercenter)