

# PREPARING FOR FALL SUCCESS

EMPLOYING DEPARTMENT NEWSLETTER

## July Edition

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## New in Student Employment

We are excited to announce the new Program Director of Student Employment, Alyssa Jacobs. Alyssa has been with LSU since January 2017 with experience in the College of Engineering, First Year Experience, and most recently with Student Advocacy & Accountability supporting Transfer Student Programs and advocacy needs.

Alyssa takes a student-centered approach to all aspects of her work and looks forward to developing partnerships throughout campus and supporting SEPs with their hiring, onboarding, and supervision needs. Please feel free to reach out to Alyssa directly with any questions or support needs at [anzalone1@lsu.edu](mailto:anzalone1@lsu.edu) or 225-578-5203.

## Timely Reminders

**Hiring for Fall:** With an anticipated 7,000 new students and a return to campus this fall, we anticipate heavy student interest in on campus employment opportunities.

We recommend that you post open positions in Handshake ASAP to ensure you reach the maximum number of jobseekers over the summer.

[View steps for posting and hiring employees](#) and [tips for onboarding new employees](#).

Two training sessions are available this month if you are new to Handshake or just need a refresher: [Student Employment Success Training; Union | 256-J \(Olinde classroom\): July 27, 2021; 2:00-3:00 PM](#)  
[Student Employment Success Training via Zoom: July 28, 2021; 2:00- 3:00 PM](#)

**On Campus Jobs Fair:** The On Campus Jobs Fair will be held Tuesday, August 17 from 1:30–3:30 p.m. on the PMAC Concourse. [Register TODAY!](#)

**Job Profile Change:** Don't forget to change students on budget back to Work Study or President's Aid and any non-lsu students to student-lsu where applicable. Check your students periodically to be sure that they are being paid from the correct account.

**Work Study/President's Aid end dates:** The actual compensation end date for 2021/2022 Work Study and President's Aid will be May 20, 2022. If the student is graduating in December it will be December 17, 2021.

**Work Study/President's Aid effective date:** Students can begin using 2021/2022 Work Study and President's Aid August 16 but the effective date in Workday should be August 14 for Payroll purposes to reflect the beginning of the work week.

### **Tip of the Month**

Did you know that per PS33, **Student Employment Partners are responsible for ensuring students are eligible for campus employment before they are hired and throughout their tenure with your department?** Print the attached Departmental Alignment Checklist and tack it up as a quick reference on all things policy related!

### **For Your Students**

You're not the only ones that are (should be) thinking about the Fall! There's no doubt that your student employees are probably fielding questions from their families/communities about plans for the upcoming semester and career goals. Sharing [Career Convo: Talking to Families about Career](#) might be helpful for your student employees as they navigate those conversations.

Past newsletters are archived on our [website](#) for your convenience!