

# CAREERS START HERE

STUDENT EMPLOYMENT NEWSLETTER

## February Edition

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## Timely Reminders

**One Time Payments:** Per PS33, one-time payments for student employees are only permitted by exception. One-time payments are reserved for the occasional circumstance where an hourly position cannot be established (for example, a one-time two-hour musical performance). We would be happy to discuss unique positions that may seem to "require" one-time payment but can be set up as hourly in Workday in order to track hours during a specified duration of time.

**SEP Roundtable Save the Date:** The next SEP Roundtable will take place via [Zoom](#) on Thursday, February 10<sup>th</sup> from 2pm – 3:30pm. Let us know what topics, questions, or resources you'd like to discuss!

Please see the attached calendar invite.

## New in Student Employment

**Student Employee of the Year Nominations:** We are now accepting nominations for LSU's Student Employee of the Year! To be considered, the student must have worked during Summer 2021, Fall 2021, and/or Spring 2022. Complete the [nomination form](#) and email to [stuemployment@lsu.edu](mailto:stuemployment@lsu.edu) by Friday, March 11<sup>th</sup>. A group of staff from across campus will review nominations and select a winner to be announced at our annual Student Employee of the Year Reception on April 13<sup>th</sup> from 3:30 PM – 4:30 PM. One nomination is accepted per department.

**Spring 2022 Career Champions 2.0 Offerings:** This semester, the Olinde Career Center will be implementing a new approach to 2.0 sessions with the introduction of identity-based panels. During each identity group's celebration month, we will be hosting a panel of professionals to discuss the

challenges they face as it relates to their identities and ways Career Champions can support students within those identity groups. This spring, we'll have panels focusing on Black and African-Americans, Women, and Asians, Asian-Americans Pacific Islanders. More identity group-focused panels will happen in Fall 2022. Coming up this month:

- **Wednesday, February 23, 12:30 p.m.** - Championing the Career Development of Students who Identify as Black/African-American

[Register for Career Champions 2.0 sessions](#) on the OCC website.

## **Student Employee Professional Development Program**

### **February Topic – Resume**

One of the most important parts of experiential education is being able to articulate your skills and takeaways, that is why this month the SEPD for February will cover Resume Bullet Point Building.

This module students will cover:

- An intro to the resume experience section
- How to build strong bullet points
- How to tailor your experience to job descriptions

If you have a new student employee starting this semester please feel free to allow them to go through our catalogue of previous months' offerings and complete them at their own pace!

Please direct your student employees to enroll in the free, not-for-credit online course by following the steps below:

- Use your LSU credentials to log into Moodle.
- From the home page, scroll to the bottom and enter "Olinde Career Center On-Campus Student Employee Professional Development Series" in the search box (or use this direct link: <https://moodle.lsu.edu/course/view.php?id=13430>)
- On the next screen, click the enroll option.

### **Tips of the Month**

Holidays and Working Hours: Mardi Gras and Spring Break are right around the corner. Students do have the ability to work extra hours when class during holidays:

**February 28 – March 2: Mardi Gras Holiday.** Classes resume at 12:30pm on March 2. Students may work up to 30 hours.

**March 14 – 18: Spring Break.** Students may work up to 40 hours.

### **For Your Students**

**Daily Support for Students:** In addition to daily drop-in appointments (Monday – Friday 1:00 – 4:00: 158 Student Union), the Career Center has built a calendar of small group opportunities offered daily throughout the semester. These interactions are planned and scheduled to coincide with semesterly concerns we know students face during the Spring. We ask that as you continue to refer students to the Olinde Career Center, you look to this [offerings list](#) as the **first step** to a student interacting with our team.

As you'll see from this menu, our group offerings span the full scope of our services, including topics like:

- Career Exploration
- Salary Negotiations
- Virtual Interviewing
- Personal Statements
- Identifying Workplace Values

All of the Spring offerings are listed in Handshake and the QR code can direct students to read the full description of each session.

**Past newsletters are archived on the [Student Employment Office website](#) for your convenience!**

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