

CAREERS START HERE

STUDENT EMPLOYMENT NEWSLETTER

March Edition

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Timely Reminders

Student Employee of the Year Nomination Deadline:

- Student Employee of the Year Nomination **deadline extended to Wednesday, March 15th!**
- The updated nomination form has been attached to this newsletter which has fixed the text wrapping error in our initial form. Nomination forms may be sent to stuemployment@lsu.edu
- Nominees will be celebrated and winner will be announced at our Student Employee of the Year Reception, Wednesday, April 13th at 3:30 PM

Student Employee Appreciation Week – April 11th – April 15th

Looking for ways to show your student employees they are appreciated? See the attached Appreciation Toolkit for a variety of ideas to celebrate during Student Employee Appreciation Week! Please note, all purchases related to Student Employee Appreciation must follow LSU purchasing guidelines.

Spring Break: Spring break will be March 14-18. Students can work up to 40 hours this week.

New in Student Employment

Spring 2022 Career Champions 2.0 Offerings: As we mentioned last month, 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. Coming up this month:

- **Wednesday, March 16, 10:30 a.m.** - Career Exploration and the TypeFocus Career Assessment

- **Tuesday, March 22, 11 a.m.** - Championing the Career Development of Women Students
[Register for Career Champions 2.0 sessions](#) on the OCC website.

Student Employee Professional Development Program

March Topic –

1. Making the Most of Your Summer Experience
 - a. Discussing how students can plan for summer experiences
 - b. Build their professional network via LinkedIn and Informational Interviews
 - c. Identify competencies and areas of growth via our Employability Grid activity
2. Preparing for Applications
 - a. How to ask for references/letters of recommendations
 - b. Expanding and utilizing your network
 - c. Track every step of the application process from researching the employer to submitting your materials

We encourage you to reach out to your student worker after they have completed the module and consider the following talking points:

- Discuss their reflection of their competencies and areas of intended growth as outlined in the employability grid
- Identify ways for them to fill the gaps, within their student employment or otherwise
- Discuss how they may use you as a reference and as a part of their professional network
- Identify professionals with which to connect while starting their professional job search or next internship/student employment experience

Tips of the Month

Students should not have an 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 has to be divided so as not to exceed 50%. The FTE is determined by the **Scheduled Weekly Hours** entered under Location in the hire, 20 hours equaling 50%. **Default Weekly Hours** will always remain 40.

SEP Roundtable Meeting Follow-Up

Thank you to all those who attended our February SEP Roundtable Meeting! We were provided great insight and have a couple of follow ups from the meeting.

Workday Reports – Upcoming End Dates

There are two reports available to pull upcoming end dates for positions and costing allocations. SEP's should utilize these reports if they are concerned about student positions or costing allocations ending prematurely. Managers and HR Analyst should already receive a Workday notification when a costing allocation end date is approaching.

- **Report Name:** Costing Allocations Ending Within Prompt Date
Purpose: Report will show employees that have a costing allocation end date within a specific time range

- **Report Name:** Employee End Dates by Date Range
Purpose: Report will show employees that have an end date within a specific time range.

If you were unable to attend the roundtable or have additional feedback on what type of training you would like to see as an SEP, please submit that to us via email at stuemployment@lsu.edu.

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

Office of Student Employment

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