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STUDENT EMPLOYEE NEWSLETTER

While we typically send the SEP Newsletter on the second Tuesday of each month, we had timely updates we wanted to share this week.

September Edition

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Hurricane Ida Impact

We know many of our students have been impacted by Hurricane Ida and may reach out to you for support. Please see below for a list of resources:

- **Financial Assistance:** [LSU Cares](#) and the [Student Emergency Support Fund](#)
- **Food Insecurity:** [LSU Food Pantry](#)
- **Health and Wellbeing Support:** [Student Health Center](#) and [Mental Health Service](#)
- **Making Up Missed Hours:** While students are only allowed to work up to 20 hours during the academic year, we understand many of our students may request to make up the hours missed while campus was closed last week. Supervisors may request an exemption for up to 25 hours per week through this [online appeals form](#). Student employees should not begin working the extra hours until an exemption is granted by the Student Employment Office.

Timely Reminders

I-9 Completion During Emergency Closures: In case of emergency closures, Section 2 of the Form I-9 should be postponed until the university reopens. Workday will prompt for an Overdue Reason. Select "other" and leave a comment explaining the university's emergency closure (ex: "LSU closed due to emergency closure").

Mandatory Trainings: Please ensure your student employees have completed the [mandatory trainings](#) required of all state employees by December 31, 2021.

- **The Louisiana Code of Governmental Ethics, Louisiana Board of Ethics**
- **Preventing Sexual Misconduct Training for Employees**
- **Digital Resource and Content Accessibility Awareness Training:** Unit heads have the discretion to determine if a position is entitled to an exemption. Exemptions should be based on whether a position creates or disseminates digital content. For questions about this training, please contact oawg@lsu.edu

New in Student Employment

Student Employee Professional Development Program: Student employment is an invaluable opportunity for students to develop career competencies and build community while working to meet educational expenses. Students who hold student employee positions on-campus may be limiting their student employee experience and could greatly benefit from the opportunity to learn how to translate the valuable experiences and skills acquired to the careers that they are working towards. The purpose of the Student Employee Professional Development Program is to create valuable modules, resources, and conversation topics for Student Employment Partners (SEPs) to provide their student workers throughout the academic year. This program will specifically focus on how student's current positions develop transferable skills and how to effectively communicate them as well as prepare students for the transition from college to career. SEPs will receive monthly emails containing details of what modules/resources are being highlighted that month.

September focuses on understanding Office Culture & Expectations while asking students to examine their Time Management skills. The Moodle Module is broken into two parts, each should take roughly an hour worth of a student's time. The first section walks students through the basics of student employee Workday as well as a roadmap to learning about office culture. The second section directs students to the Center for Academic Success's Time Management course. We hope that your students find value in these resources and the foundation they will lay for future development modules. Details about accessing the Moodle Module will be sent to SEPs later this week.

Work Study Eligibility Reminder: The Student Employment Office will be emailing all Work Study eligible students to remind them how to find WS positions on campus. We ask that you ensure your position descriptions are up to date and that you remain timely in your Handshake selection process.

Tips of the Month

Office Improvement Tasks: Assign tasks that allow your student employee to improve the overall workings of your office or department. This type of experience allows the student to leave a legacy in your office by improving functionality, and often results in immediate and actionable results. Your student employee could:

- Draft or update a student employee manual or training schedule for the office (particularly beneficial for front desk staff.)
- Draft or update a staff directory with pictures and title/email/responsibilities that can be a reference for new student workers.

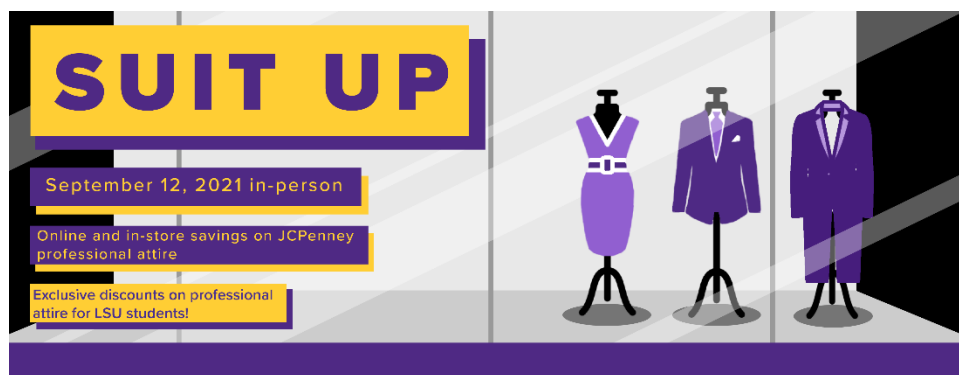
- Draft a [Qualtrics survey](#) for student workers to complete prior to termination which focuses on the student's experience and if the work provided them beneficial professional experience.
- Complete a website audit (page by page): proof read the page, make notes on anything that may need editing, what's missing, whether navigation is user friendly, and document any broken links.
- Website benchmark research: Identify peer universities, visit the congruent dept website, document ideas that are interesting and could enhance your site.

President's Future Leaders in Research (PFLR): For over twenty years, the President's Future Leaders in Research (PFLR) program has been offering a unique opportunity for qualified undergraduate students to engage in authentic research alongside of a faculty mentor. This program allows students to take part in discovery in any of the 75 programs of study that are offered at LSU. The goal of this program is for students to achieve excellence in research by beginning to learn necessary research skills within their discipline early in their college career.

If you have undergraduate research opportunities in your department and would like to learn more about engaging a PFLR student, please contact Julie Perkins at jperkbr@lsu.edu

For Your Students

Suit Up: The LSU Olinde Career Center has collaborated with JCPenney to provide exclusive discounts to LSU students. Attend this smart savings event to purchase professional attire at up to 60% off! Consultants will provide fresh fashion tips and Sephora Mini Makeovers so students can be fully prepared and confident for potential job interviews and networking opportunities.



Event Access: Online or in-store access; get your additional 30% off LSU-exclusive discount code by texting LSU to 67292. Starting now, [shop the SuitUp Website](#) for your professional attire or visit the Mall of Louisiana JCPenney to shop the in-store selection. Participation during In-Store Event requires proof of Daily Symptom Tracker approval.

- In-Person Shopping: Sunday, September 12, 5:00 –8:00 p.m.
- Online Shopping: Through November

Fall Career Expo: LSU's Career Expo is a two-day event in the fall, connecting nearly 2,000 students and alumni of all majors with over 200 employers from across the country to form valuable career connections through a day of networking.

- STEM Career Expo for students and alumni of all majors who are interested in careers in Science, Technology, Engineering and Math-related industries: September 15, 11:00 – 4:00 p.m. at the PMAC
- Business, Government, and Nonprofit Career Expo for students and alumni interested in careers in business, government, and nonprofit sectors: September 16, 11:00 – 4:00 p.m. at the PMAC

Leadership Training for First-Year Students: Campus Life's Tiger Year One is a leadership exploration program for students who are in their first year at LSU. Through small group discussion participants have the opportunity to examine who they are, what they can do to lead and serve while they are at LSU, and who they want to be when they graduate.

Register by noon on September 24: <https://cqlink.me/2mq/s50835>

Leadership Opportunity for Sophomore Students: Campus Life's Tigers Advancing in Leadership (T.A.I.L.) is a 5-week leadership exploration program for students wishing to discuss and exercise their leadership potential. T.A.I.L. participants will examine case studies to connect with each other and explore various leadership styles to tackle complex problems. T.A.I.L. is open to students that have at least 24 credit hours.

Register by noon on September 24: <https://cqlink.me/2mq/s50161>

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