

Effectively Utilizing Student Employees

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Metallurgical and Materials Engineering

Hiring Process

- Post ad in DiggerNet
 - Includes requirement for financial aid funds
 - May stipulate availability need (certain time/day of the week)
 - Request a resume
- Interview
 - Review their resume and prior work to see experience
 - Review the expectation re: work and study time balance
 - Set other expectations re: dress code, professional setting
 - Hint: be careful if they sound like they can do it all

DiggerNet ad

General Front Desk Support:

- The Metallurgical and Materials Engineering Department is seeking a student for immediate hire for our front desk support position. Prefer to hire someone now for training with eligibility to continue employment with work-study financial aid funds in the fall.
- You will perform a range of duties including greeting and assisting students, faculty and visitors; sending and sorting packages and mail; reserving rooms; ordering supplies and other tasks as assigned. No experience required, however familiarity with Microsoft Office and excellent communication skills are a plus.
- 6-9 hours per week, flexible schedule

Technology-centric Office Support:

- The Metallurgical and Materials Engineering Department is seeking someone for a self-starting office support position to help manage our website, multi-media and newsletter.
- Duties include updating the department website as needed, proofreading and formatting the newsletter according to Mines specifications, and handling other technology-related department needs. Candidates should be creative, have marketing or journalism experience and have general knowledge of computers. Experience with WordPress, Adobe Illustrator/Inkscape, Lucidpress and similar programs is a plus.
- 6-9 hours per week, flexible schedule

Work Study Spring 2021 Schedule

	AM	AM	AM	AM	AM	AM	AM	AM	AM	PM	PM	PM	PM	PM	PM	PM	PM	PM	PM	Notes			
	8:00	8:30	9:00	9:30	10:00	10:30	11:00	11:30	12:00	12:30	1:00	1:30	2:00	2:30	3:00	3:30	4:00	4:30					
Monday																							
Helena																							
Kelsey																							
Ryan																							
Liz																							
Dakota																							
Tuesday																							
Helena																							
Kelsey																							
Ryan																							
Liz																							
Dakota																							
Wednesday																							
Helena																							
Kesley																							
Ryan																							
Liz																							
Dakota																							
Thursday																							
Helena																							
Kelsey																							
Ryan																							
Liz																							
Dakota																							
Friday																							
Helena																							
Kelsey																							
Ryan																							
Liz																							
Dakota																							

Training

- Have senior student employee give them tour of building, office
- Introduce to main staff
- Review “work study binder”
 - 6 sections like Opening Duties, Scheduling Assistance, Technology
 - Includes directions to everything from FedEx shipments to CashNet deposits
 - Also includes faculty list and their class schedules, Hill Hall class schedule...
- Review daily checklist – shows what’s been done by student before them
- Put new hires at the front desk if you have 2 at the same time; staffing the front office is key (while we’re out of office, in a meeting or just very busy)

Learn their strengths

- Student employees work best when they do what they're good at doing and/or enjoy what they're doing
 - We have two people with website skills always (need backups!)
 - We have one person in charge of social media updates
 - Another helps with our department newsletter
 - All train on basic responsibilities like managing mail room deliveries, removing people from unwanted publication mailings (brain break)
 - Assign projects to maximize skills or help them learn new ones

Mental Health check-ins

- See how their classes are going; sometimes they need to do office work versus homework for that mental break
- Allow homework/studying versus work when there's an immediate need
 - Test that afternoon
 - Project due tomorrow
- Be ready to share Every Oredigger resources
 - Daily Blast: Mines Moment of Zen
 - Wellness center chats
- Funding: financial aid versus operating fund