Effectively Utilizing Student Employees

Nancy Progar 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:

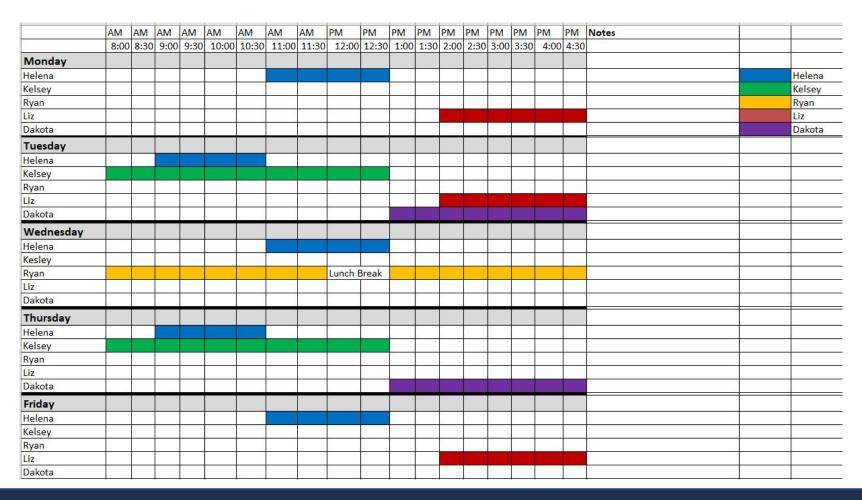
- The Metallurgical and Materials Engineering Department is seeking a student for immediate hire for our front desk support position. Prefer
 to hire someone now for training with eligibility to continue employment with work-study financial aid funds in the fall.
- You will perform a range of duties 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



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