



*Student Assistant & Federal Work Study Student*  
**STUDENT WORKER TRAINING GUIDE**

*Successful part-time employment builds a  
foundation for future full-time employment*





# Preparing for Success

## *Start Your Job Off Right*

- Be punctual and dependable; report to work on time and work your scheduled hours.
- Inform your supervisor in advance if you will be late or absent. When possible, make up the time you missed.
- Clock in and out daily to accurately document work time.
- Maintain confidentiality at all times.
- Work hard and perform duties to the best of your abilities; ask questions if you are unsure about aspects of your job or how to complete a task.
- Abide by the policies and guidelines of your employing department.
- Wear clothing that is appropriate for your office/work.
- Display a positive attitude and professional, friendly demeanor when interacting with others.
- Refrain from making personal phone calls/ emails and having personal visitors (i.e., family or friends) during scheduled work hours. Handle personal business before or after work.

## *Perks of the Job*

- Gain work-related experience that employers value.
- Develop/enhance transferable skills, communication, teamwork, time management, decision making, customer service, etc.
- Learn to balance multiple roles and responsibilities.
- Build confidence to take on new challenges.
- Practice professional behavior and learn how organizations function.
- Meet and work with professionals, establishing contacts for recommendation letters and networking opportunities.
- Become more involved on campus.

## *Gain an Edge* **Skills & Values** **Employers Want**

- Written/Verbal Communication
- Honesty & Integrity
- Teamwork
- Strong Work Ethic
- Analytical Skills
- Flexibility & Adaptability
- Interpersonal Skills
- Motivation & Initiative
- Computer Skills
- Detail Oriented
- Organizational Skills
- Leadership Skills
- Self-Confidence
- Well-Mannered & Polite
- Friendly & Outgoing
- Tactfulness
- Creativity

## Eligibility

You must maintain an overall GPA equal to or greater than 2.0 and be enrolled in a minimum number of credit hours each semester to work as a

Student Employee.

- Fall & Spring Semesters = 6 credit hrs per semester
- Summer I – 10 Week = 5 credit hrs per semester
- Summer I & II – 5 Week = 3 credit hrs per semester

If at any time during the semester you drop a class and fall below the required credit hours, you must notify your supervisor immediately because you are no longer eligible to work the remainder of the semester.

## Work Schedule/Hours

Work schedules and authorized weekly hours are determined each semester.

You will be allowed to work a specified number of hours weekly according to this authorization. You are not allowed to exceed the number of weekly hours specified in your employment contract and you are not allowed to work during the times you are registered to be in a class.

## Breaks

If you work a 4-6 hour shift, you are entitled to one 15-minute paid break per shift. This time includes travel to and from the break site.

## Exams

During final exam week, supervisors may be able to adjust your work schedule to accommodate your exam schedule and allow more study time. Discuss your needs with the supervisor BEFORE exam week.

## Attendance

If a situation arises that causes you to be late for work, requires you to take a longer lunch break, or necessitates that you leave work early, please notify your manager in advance. Depending on your supervisor and the department you work in, you may or may not be allowed to make up the time you missed.

## Absences

If you will be absent from work, notify your supervisor as soon as possible. If you do not notify your supervisor, you will be subject to disciplinary action up to and including termination.

## Confidentiality

The Family Educational Rights & Privacy Act (FERPA) is a federal law that guarantees the confidentiality of student records. Anyone working with this information is not to share anything he/she finds in a student's, staff member's, and/or faculty's records. Breaching confidentiality may result in immediate termination.

## Customer Service

Everyone is expected to serve all students, faculty, staff, and visitors in a friendly, professional, and helpful manner. Offer as much assistance as possible and/or refer them to the proper people/departments when you are unable to help.

## Dress Code

Each office/department is responsible for establishing dress standards appropriate for their respected areas. You are expected to comply with such requirements.

## Evaluations

Towards the end of each semester, supervisors will meet with you to provide feedback on your work performance.

## Termination

You can terminate your employment at any time, but are advised to give as much notice as possible (two-week notice is customary) and communicate your intentions to your supervisor.

## Disciplinary Action

If your performance or conduct is unsatisfactory and has violated Lee College or departmental policy, disciplinary action may be taken. Depending on the severity of the infraction, immediate termination can result. For a typical disciplinary action, the supervisor will have a verbal conversation with you,

noting the inappropriate action and the needed corrected behavior. If repeated inappropriate behavior continues, you may be dismissed.

Examples of behaviors that may result in disciplinary actions:

- Excessive absenteeism and/or tardiness.
- Any absence without a legitimate excuse or notification.
- Sharing confidential information.
- Failure to consistently perform in a satisfactory manner.
- Performing non-work related tasks on the job.
- Using college property or materials for non-work related purposes.
- Personal use of phones, computers, email, or office supplies.
- Allowing friends to "hang out" with you while you are working.
- Carelessness which results in the injury to property, people, or public relations.
- Inappropriate dress.
- Dishonesty, theft, insubordination.

## Problems on the Job

If you are having problems with your job (i.e. work schedule, job expectations, conflict with supervisor, etc.), discuss them with your supervisor first. If you are not able to resolve the problems, contact the Student Employment and Career Services Office.

# Show Me the Money

## *Pay Periods and Pay Dates*

Pay periods cover a two-week period beginning on a Saturday morning and ending on a Friday night.

(Contact our office for a list of pay periods and pay dates.)

Students are paid semi-monthly on the 15th and last business day of the month. If a payday falls on a weekend or a holiday, checks are distributed on the last business day before the holiday or weekend.

If you do not have direct deposit, checks must be picked up at the Cashier's Office before 2:00 pm on paydays Monday - Thursday or before noon on paydays that fall on Friday. Checks will only be given to the employee and you must present a photo ID to pick up your check.

## *And the Winner Is*

Each spring, we recognize the contributions and achievements of student employees by hosting a reception in their honor.

At this time, the "Student Employee of the Year Award" is presented. Nominees are based on a number of traits, including reliability, initiative, professionalism, quality of work, and contribution to the office.

## *Jantek*

Student employees are provided a use ID and password assigned by the Payroll Department to document work time using the JANTEK system. Students are responsible for clocking in and out daily. Since time is paid on the 15th and 30th or 31st of the month, time must be monitored to ensure that the maximum allowed work time permitted is adhered to. Supervisors are responsible for checking student time periodically.

## *Direct Deposit*

You may choose to deposit your pay check directly into a checking or savings account. You can sign up for this service at any time. Direct Deposit forms are

available in our office.

## *Update Personal Information*

It is your responsibility to notify us when your contact information changes (i.e., mailing address). An incorrect address could delay receipt of your pay check and/or W-2 tax form.

The Student Employment and Career Services Office provides a number of resources and programs to assist students explore career options and develop effective job search skills enabling them to professionally represent themselves to prospective employers and ultimately attain their employment goals. The following are some of the services available to Lee College students and alumni:

### *INDIVIDUAL CAREER ADVISING*

Students can schedule an appointment in the Student Employment and Career Services Office to discuss concerns related to career options, employment trends, gaining experience, preparing for a job search, or making the transition from college to career.

### *HANDSHAKE*

Our online job database provides students and alumni the opportunity to search a list of part-time, full-time, internship, and temporary job postings. Students and alumni can easily access this service by registering online with our office. In addition, through our partnership with MonsterTRAK, students have access to thousands of job opportunities. These jobs are targeted to students on Handshake. These additional jobs are easy to access and apply to once a student logs into the link. **[www.joinhandshake.com](http://www.joinhandshake.com)**

### *RESUMES, COVER LETTERS, & JOB SEARCH CORRESPONDENCE*

Students can get assistance creating resumes, cover letters, and thank you letters.

### *PRACTICE INTERVIEWS*

Practice makes perfect! Students can sign up for a simulated job interview to practice answering important questions and sharpen their interviewing skills. Afterwards, our staff will provide a constructive critique of their performance and discuss effective interview strategies.

### *CAREER-RELATED WORKSHOPS & PRESENTATIONS*

Our office hosts a variety of workshops and presentations throughout the year designed to help students improve their job search skills. Topics include developing resumes, writing cover letters, creating a portfolio, preparing for an interview, and much more. View our online calendar for details of upcoming events.

### *JOB FAIRS*

Job fairs are a great opportunity for students to gather information about different organizations, determine career options, and promote themselves in a less formal environment. Employers participate in these events to promote their organizations and to find qualified candidates for internships and job openings within their companies. Upcoming events will be announced on our online calendar.



LEE COLLEGE

**Student Employment and Career Services**

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