



Southeastern Louisiana University

Policies and Procedures for Student Job Postings

Introduction

Southeastern is dedicated to assisting its students in connecting with employment opportunities and has developed the Student Employment Network web site with several benefits in mind: a central location for students to view part-time on-campus and off-campus job opportunities, as well as full-time post-graduate career opportunities; an additional opportunity to highlight some of the student employment/career services provided by Southeastern; a central place to show prospective students the number and kind of employment opportunities and services available at Southeastern; and to provide University departments/offices the opportunity to advertise student worker and graduate assistantship openings. The Student Employment Network web site allows students convenient 24-hour access to on-campus and off-campus job information.

The following document outlines the policies and procedures for using the Student Employment Network to post job openings. It also includes information on hiring procedures to be followed for the various types of student worker and graduate assistantship positions. University departments/offices are encouraged to use Southeastern's Student Employment Network to post student worker and graduate assistant job openings to help them find qualified students to fill the positions.

Responsibility for the Student Employment Network

- The University Website Coordinator and the University Webmaster will oversee the maintenance of and changes to the SEN home page, the job posting entry form pages, and the student job openings pages, as well as the database, user IDs, and passwords.
- Individual departments and offices will be responsible for entering job postings for available student worker and graduate assistant positions within the department. Departments will also be responsible for deleting any job postings they wish to delete before the listing is automatically deleted from the student web pages.
- Two system administrators will monitor the postings for continuity and usage, and will have the capability to query usage data from the system. The Work Study Office will monitor student worker job postings and graduate assistantship postings will be monitored by the Graduate School.

Input, advice, and feedback should be routinely sought from departments, students using this service, and from the technical team responsible for ensuring the system functions. The system administrators will review this feedback in an effort to ensure this service, and the process by which this service is provided, functions properly and is well received by all concerned. They will make or request appropriate modifications as needed or desired.

The Student Employment Network Web Pages

The Student Employment Network home page, located at <http://www.selu.edu/studentemployment>, should be linked to from the *About Southeastern* web page as well as the *Students* and *Future Students* web pages. Other University websites that should link to the Student Employment Network include Career Services, the Graduate School, Financial Aid, and the CAP Center. The underlying pages/sites of the SEN website include:

- *Student Worker Job Openings Page*
Displays available student worker job openings as well as instructions to students on how to apply for work-study positions. These are divided into two categories: state work-study positions and federal work-study positions.
- *Graduate Assistant Job Openings Page*
Displays available graduate assistant job openings and instructions for graduate students on how to apply for available assistantships. The listings are divided by the type of assistantship: administrative, research, teaching assistant, and graduate teaching fellow positions.
- *Eligibility Information for Student Workers*
This links to existing pages on the Financial Aid website that describe eligibility requirements for state and federal work-study positions.
- *Eligibility Information for Graduate Assistantships*
This links to existing pages located in the Graduate Assistant Employee Handbook on graduate assistantships.
- *Career Services*
Links directly to specific web pages already existing on the Career Services website.
- *CAP Center*
Links directly to home page of the CAP Center website.
- *Job Posting Entry Form*
This page allows departments to post job opportunities for students. This page is password protected and can only be accessed by University departments/offices.

Job Posting Entry Form

Department/Office Access

The Job Posting Entry Form page allows University departments/offices to perform several functions, including post job listings, delete job listings, edit job listings, duplicate job listings, and search job listings. This page is password protected. A user ID and password are assigned to each University department/office (passwords may be changed) and each department/office will only have access to their job postings. Once the Job Posting Entry Form is completed, the job will be listed on the appropriate Job Openings web page. Individual departments are responsible for entering job postings for available student worker or graduate assistant positions within the department. Postings will auto-delete in 30 days from their first posting on the student Job Openings web pages, but departments may delete the listing from the student web pages if the position is filled before that time, or even set the auto-deletion to a different time frame. Departments also have the option of entering job postings now for openings they anticipate at a later date, by specifying a start date for the listing – the system will not post the opening on the student Job Openings web page until that date.

Administrator Access

The Work-Study Office and the Graduate School have administrator access to the Job Posting Entry Form. Administrators have access to all job postings and may edit any job posting. It is the responsibility of the Work-Study Office Administrator to monitor all student worker job postings. It is the responsibility of the Graduate School Administrator to monitor all graduate assistant job postings. In addition to being able to edit any job posting, both administrators have the capability to query usage data from the system, including which departments/offices are using the system as well as the number of postings in any given period of time.

Help Pages

Instructions for using the SEN Job Posting Entry Form page is also included with the system. Departments/offices can find instructions on how to perform searches of their job postings, add an entry, edit an entry, or even duplicate an entry on the SEN Help page once they have logged in.

Posting Job Openings and Hiring Student Workers and Graduate Assistants

It is the policy of Southeastern Louisiana University not to discriminate on the basis of race, color, creed, sex, national origin, age, or disability in its admission and recruitment of students, educational programs and activities, or employment policies. The University, in its relationship with students, faculty, and staff, always treats with absolute fairness all those who apply for membership in the Southeastern community. It is important for University departments/offices to adhere to these policies when advertising and hiring

student workers and graduate assistants. For more information on Southeastern's employment policies, please see Section II of the Student Worker Employee Handbook located at: http://www.selu.edu/documents/policies/student_worker_handbook/ and the Graduate Assistant Employee Handbook located at: http://www.selu.edu/documents/policies/ga_handbook/.

Hiring Procedures for Student Workers

In order to apply for a Work-Study position, students must first go to the Work-Study Office where they will be qualified for a federal or state position and receive a work-study packet. The work-study packet will indicate if the student is eligible for a federal or state position. The student must then present the work-study packet, a picture ID, and a non-picture ID to the hiring department. If the department hires the student, the work-study packet must be completed and returned to the Work-Study Office by the hiring department. Students may not begin work until the hiring process has been completed by the Work-Study Office.

For more information on Student Worker appointments, see the Student Worker Employee Handbook, Part III, Section A. at http://www.selu.edu/documents/policies/empl/p3_stu_worker_appointment.pdf. Information on the basic duties of Student Workers is found in the Student Worker Employee Handbook, Part IV, Section A at http://www.selu.edu/documents/policies/empl/p4_stu_worker_duties.pdf. Information on work hours for Student Workers is found in the Student Worker Employee Handbook, Part IV, Section B at http://www.selu.edu/documents/policies/empl/p4_stu_worker_officehours.pdf.

Hiring Procedures for Graduate Assistants

Graduate students applying for any Assistantship (administrative assistant, research assistant, teaching assistant or graduate teaching fellow) must complete a Graduate Assistant/Graduate Teaching Fellow Application for Employment form located on the Human Resources web site at: <http://www.selu.edu/Administration/Depts/HumanResources/gajobapp.pdf>. The graduate student must then present the application to the hiring department.

Departments/offices must follow the *Employment Procedures for Hiring Graduate Assistants* procedures as indicated on the Human Resources web site at: http://www.selu.edu/documents/policies/ga_employment_procedures.pdf.

The budget unit head or GA Coordinator should submit a Recommendation of Employment, Application for Employment, Pre-Employment Application, Telephone Verification of Employment, and Telephone Verification of Transcripts for graduate teaching fellows to the Dean of the Graduate School. These forms are located on the Human Resources web site (scroll down to the Graduate Assistants section) at: <http://www.selu.edu/Administration/Depts/HumanResources/epformsmenu.htm>.

The Dean of the Graduate School will review the Recommendation of Employment to verify that the applicant is eligible for a graduate assistantship. The Dean of Graduate School will also verify that applicants for graduate teaching fellow positions meet SACS credential guidelines.

For more information on Graduate Assistant appointments, see the Graduate Assistant Employee Handbook, Part III, Section A at: http://www.selu.edu/documents/policies/empl/p3_grad_assistantships.pdf. Information on the basic duties of Graduate Assistants can be found in the Graduate Assistant Employee Handbook, Part IV, Section A at: http://www.selu.edu/documents/policies/empl/p4_ga_duties.pdf. Information on work hours for Graduate Assistants can be found in the Graduate Assistant Employee Handbook, Part IV, Section B at: http://www.selu.edu/documents/policies/empl/p4_ga_officehours.pdf.