Today we will review & discuss

• The Student Employment Enhancement Charge
• The enhancements approved by President Young
• How to implement the enhancements
Working group convened Spring 2018

Charge given to working group

The President requested a working group be formed to review student employment on campus and determine how we can improve our current practices. Specifically,

“Staff should know that they participate in the educational mission of the university in numerous ways, but one in particular, is how we can and do provide “on the job” experiences for students that enable them to develop marketable skills beyond the academic curriculum they study. This is part of how we build a better educational experience.”
Why Enhance On Campus Student Employment?

Vision 2020, Tenet #3 - Enhance the Undergraduate Academic Experience

We must better prepare learners for lives of discovery, innovation, leadership, and citizenship by better inculcation of writing, thinking, and self-expression skills.

Vision 2030 – Strategic Pillar on Transformational Learning

Providing intense, intellectually-transformative learning opportunities for our students.
Why Enhance On Campus Student Employment?

Quality student employment experiences directly support the undergraduate learning outcomes established at Texas A&M

- Master depth of knowledge required for degree
- Demonstrate critical thinking
- Communicate effectively
- Practice personal and social responsibility
- Demonstrate social, cultural, and global competence, work collaboratively
- Prepare to engage in lifelong learning.
- Work collaboratively

Texas A&M Essentials
Provost.tamu.edu
Initial Working Group

Chair
• Delisa Falks, Scholarships & Financial Aid

Members
• Erin Porter, Scholarships & Financial Aid
• Scott Bauer, Human Resources
• Michael Shehane, Career Center
• Kelley Ervin, Transportation Services
• Alyssa Lefall, Student Affairs

➢ Submitted list of recommendations to President Young
➢ Approved to implement for College Station, Undergraduate student employees
Pilot Group

- Once recommendations were approved, a pilot group was formed to test and provide feedback on implementation.
- Members
  - Rec Sports
  - College of Veterinary Medicine – Teaching Hospital
  - College of Geosciences – Meteorology
  - University Libraries
  - Transportation Services
  - Human Resources
  - Scholarships & Financial Aid
Recommendations
Post all student employee positions in a central location

Implement as required by August 1, 2019

Why?
• Ensures equal access to employment opportunities

How?
• Use JobsforAggies.tamu.edu
• Can create a static posting
• Can direct applicants to an outside application process
• Posting number should be included in requests to fill positions in Workday
All student employee positions have written job descriptions

Implement as required by August 1, 2019

Why?
  - Sets clear expectations of duties
  - Current University SAP states “expected”

How?
  - Multiple options in Workday to suit organization needs
    - Enter position description details for each student PIN
    - Store collective position descriptions on your website and paste link under each PIN in Workday
    - Currently working with Workday support on options for using a mass upload
Student employee position descriptions should contain marketable skills and learning outcomes

Implement August 1, 2019

Why?

• Sets expectations for student for what they will learn in position and identifies transferable skills

How?

• Student Employment Office is developing tools, templates, and training on writing position descriptions that contain learning outcomes that will be available in August.
Student employees must receive documented performance reviews at periodic intervals

Implement in AY 2019-2020

Why?
Provides critical feedback for students to build professional skills needed in future career

How?
Documented in Workday
Attachment only evaluation
Can use your own evaluation form, memo, etc. and
No other questions to answer in Workday
Will be opened for all student positions three times per year (each term)
Must submit an evaluation for every student employee at least once per 365 calendar days
If not submitted for a semester, will automatically be closed and reopened next semester
Supervisor of record may assign a delegate in Workday to upload the attachments on their behalf (ex: Business Coordinator, Graduate Assistant, Lab Manager, etc.)
Training and resources to be developed for student employee supervisors

- Templates and online resources are being developed to be added to JobsforAggies.tamu.edu over the summer

- In person workshops will be implemented in Fall 2019
Create on campus internship opportunities

Implement on a small scale in Spring 2020

Why?

• Allow students to gain career related experience while continuing to complete coursework without having to relocate from BCS area.
Challenges to Consider

Accommodating a variety of employers
   No “one size fits all”

Tracking compliance
   Student Employment Office will conduct audits to monitor compliance
   Workday reports will be created to monitor

Reaching student employee supervisors with effective training

The Student Employment Office welcomes feedback and is committed to assisting on campus employers in ensuring student employment enhances the educational experience, without undue burden on business practices
For important announcements regarding student employment:

Join our on campus supervisor listserv by visiting our website:
https://jobsforaggies.tamu.edu/Employers/listservs

JobsforAggies@tamu.edu
JobsforAggies.tamu.edu
Summary

Enhancements will provide “on the job” experiences for students that enable them to develop marketable skills beyond the academic curriculum. This is part of how we build a better educational experience.

Implementation begins August 1

Guidance & Workshops will be available

Join our listserv