

# Meaningful Student Employment

# Introduction & Overview

- **Meaningful Student Employment**
- **Benefits to Employers and Students**
- **Core Competencies for Employability**
- **Supervising**
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# Student Employment

- **The student employment program at Montana Tech has three primary purposes:**
  - To provide students with a source of financial support
  - To furnish valuable work experience to complement their academic pursuits
  - To help carry out the daily operations of the university
- **The Montana Tech Student Employment Policy and Guideline is available [online](#).**

# Benefits to you and to your students

- **Supervisors**

- Assistance with projects and tasks
- Fresh ideas and skills
- New perspectives

- **Students**

- Flexibility (work between classes)
- Gain mentors/build references
- Gain transferrable skills

# Help students prepare for careers

- **Build resume**
- **Develop core competencies**
- **Develop relationships**
- **Develop networking skills**
- **Develop new job skills**
- **Find value in menial tasks**

# Core Competencies Employers Expect

- **NACE Definition of Career Readiness**

- Career readiness is a foundation from which to demonstrate requisite core competencies that broadly prepare the college educated for success in the workplace and lifelong career management.

- Career & Self-Development
- Communication
- Critical Thinking
- Equity & Inclusion

- Leadership
- Professionalism
- Teamwork
- Technology

<https://www.nacweb.org/career-readiness/competencies/career-readiness-defined/>

# Supervising

- **Communication is critical**
  - Take the time to train and provide an orientation
    - Keep in mind the different learning and communication styles
- **Set clear expectations and deadlines**
- **Develop a policy and training manual**
  - Or, have an established student employee create it as a meaningful project

# Posting Student Jobs

- **Post through DIGGERecruiting - DR 2.0, why?**
  - Equal opportunity
  - Review resumes & manage multiple jobs online
  - Specify application instructions or have students apply online.
  - Specify work-study requirement
  - Request a resume (benefits you and the student)
- **Interview appropriate applicants**
- **Provide candid feedback to declined students**
- **Hire with appropriate paperwork (confirm work-study eligibility with Financial Aid)**



# Work-study vs. Non-Work-study

- **Some departments have a budget to pay student employees**
  - These departments can hire non-work study or work-study students.
- **Departments with no student employee budget line can hire work-study students**
  - Work-study is a federal student aid program that provides part-time employment while a student is enrolled in college to help pay education expenses.

# Compensation

- Montana Tech student wages must fit within the specification in the Montana Tech Job Classification and Wage Guidelines. This document is available online at <https://www.mtech.edu/financial-aid/student-employment/docs/se-job-classifications-revised-november-2023.pdf>.
- All beginning employees will normally start at the minimum or entry salary. Special consideration may be given when qualifications such as ability, education and/or experience exists. The Montana Tech Student Employment Justification for Higher Wage form must be received by Jenna Snow and approved before special consideration can be given.

# Paperwork

- If the student has never worked on campus, they must come by Enrollment Services, SSC 3.126, to pick up the new student employment packet.
- If the student has worked on campus within the last year or is currently working on campus, a new student employment certification form must be completed.

# Paperwork (continued)

- **New student employment packet:**

- Student Employment Policies form
- Montana Tech Student Employment Certification form
- Form W-4 (Federal/State)
- Form I-9 (students must present acceptable form(s) of identification from the Department of Homeland Security's Lists of Acceptable Documents)
- Decedent's Warrants (optional)
- Equal Employment Opportunity (optional)
- Statement of Selective Service Registration Status
- Employee Authorization for Electronic Payroll Deposit (optional)

- **Student employees are not allowed to be working until all necessary paperwork is completed and turned in.**

# Timecards

- **Pre-printed timecards are sent to the hiring department once completed paperwork has been processed.**
- **The student pay period is bi-weekly. Students are paid on the Wednesday that falls two weeks after the end of a pay period.**
- **All time cards:**
  - Are due in the Financial Aid Office by the first working day following the end of each pay period for which time is being reported.
  - Need to be completed in ink, signed by the student employee and supervisor;
  - Are only accepted if delivered by the supervisor, administrative associate, or other campus official. Timecards will be accepted from a student only if they are sealed in an envelope signed by the supervisor.

# Mandatory Trainings

- **Drug and Alcohol Awareness**
- **Family Educational Rights and Privacy Act**
- **Microaggressions in the Workplace**
- **Preventing Discrimination & Harassment: US Employees**
- **Title IX: Preventing Sexual Misconduct for Faculty and Staff Reporting Obligations**

# Thank you!

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<https://www.mtech.edu/financial-aid/student-employment/employers/index.html>