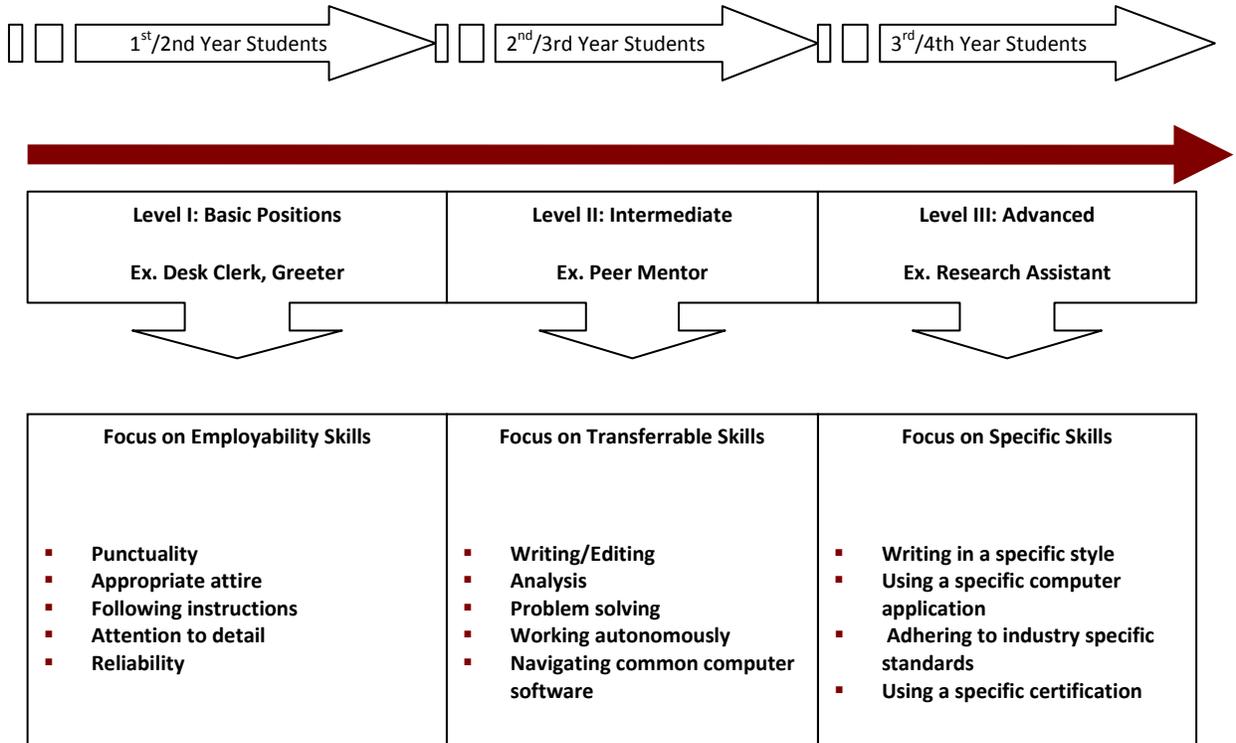


Student Employment @ LUC

Student Employees & Skill Development

Step 1: Recognize that skill development in ALL jobs.

Employers want to hire people with skill sets and, at the entry-level, will consider various sources as valid in order to develop skill sets. The chart below illustrates that skills are built at EVERY student employment level.



Step 2: Consider the research supporting the importance of what student's are gaining from employment.

- National research shows students who work on campus (fewer than 15 hours) feel more connected to the academic environment, and as a result, may be more inclined to be retained. Additionally, working during college "enhances the development of career-related skills" (Pascarella & Terenzini, 2005).
- Working full-time during one's college years has a negative effect on degree completion, while working part-time has a positive effect on degree completion (Astin, 1993).
- Student employment may aid with retention by helping students meet financial needs, connect with a sense of responsibility, and build connections with faculty, staff, and upper-class students (Hanover Research Council, 2008).

Step 3: Review the learning and skill development that employers are interested in and that most often occur as a result of Student Employment with your student. ASK your student employee if he/she believes some of these skills are being developed:

- ✓ Time management and effective use of time;

- ✓ Productivity and accuracy;
- ✓ Completes work with little or no supervision;
- ✓ Completes work following specific policies and procedures;
- ✓ Follows directions;
- ✓ Demonstrates high quality standards in all interactions and work assignments;
- ✓ Exercises good judgment and makes appropriate decisions in performance of duties
- ✓ Professional behavior and service orientation;
- ✓ Punctual, reliable, and consistent attendance;
- ✓ Good interpersonal and communication skills;
- ✓ Has the ability to appreciate and work with a diverse population;
- ✓ Respectful of confidentiality of all students and University documents, information, records, etc.;
- ✓ Proactively and willingly acquires new skills, tasks, procedures, and projects;
- ✓ Self starter; takes action without being asked;
- ✓ Willing to accept suggestions and training; takes direction;
- ✓ Gets along well with others;
- ✓ Demonstrates initiative and personal responsibility; and
- ✓ Flexible—adapts to changing tasks
- ✓ Demonstrates knowledge of the position, department, division, and institutional mission and goals;
- ✓ Understanding of job duties;
- ✓ Ability to perform all aspects of assigned job;
- ✓ Has the ability to make sound judgments;
- ✓ Deals with difficult situations effectively;
- ✓ Demonstrates effective and appropriate written and oral communication skills;
- ✓ Keeps information confidential;
- ✓ Takes steps to learn and keep current with new job skills, equipment, etc.;
- ✓ Ability to resolve problems;
- ✓ Demonstrates proficiency in working with technology or equipment in ways that are appropriate for the position.

Step 4: Make a plan to continue developing or start developing these popular skills and check in with the student occasionally to discuss progress. Remind the student that ALL of his/her experience--in the classroom, jobs, internships, volunteer work and leadership capacities--may contribute to skill development.

As a manager, you can play an important role in the development and retention of every student by spending a little time having discussions like these! Thank you for your investment in our students and our future!

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