

Student Employment

Graduation by LeAndra DiNicola

Definition— **Graduation** is getting a diploma or academic degree or the ceremony that is sometimes associated with it, in which students become **graduates**. The date of **graduation** is often called **graduation** day. The **graduation** ceremony itself is also called commencement, convocation or invocation.

This is an exciting time. Our eagles are spreading their wings and leaving the nest, flying towards to their next big adventure.

But for me it's also kind of bitter sweet. When I was hired in 2015 I had only been on the job for three weeks before I hired one of many student assistants. I hired a first year student by the name of Kasey Carrillo (pictured right). We learned our jobs together. She has been my student assistant for four years. I have trained her, coached her, counseled her. I've watched her freak out over classes/exams and talk her through it and I've celebrated with her when she passed those hard classes. I've watched her mature and grow into a confident young adult ready to open the next chapter of her life.

I love working with students. They make me laugh, they keep me on my toes and they remind me of the best time of my life, my own college experience.

All of our student employees are special. The university could not function without them. But every once in a while a student will come along and hit you right in the heart. Kasey is that student for me. I joke with her that I'm kicking her out of the nest. I am so proud of her but I am really going to miss her quirky sense of humor, her sense of style and her "I got it" attitude.

Congratulations to all of our student employees who are graduating in May!



Inside this issue

College Work Study.....	2
Background Checks.....	2
Eagle Internship Completion.....	3
What is Eagle Internship	3

Special points of interest

- Policy Snapshot
- Job Posting Reminders
- Supervisor Resources

Career Center

**1155 Union Circle #310859
Chestnut Hall #103
Denton , TX 76203**

**Phone: 940-565-2105
Fax: 940-565-4376
E-mail:
Career.center@unt.edu**

Policy Snapshot

“An Hourly Student Employee enrolled in a Spring semester may continue employment through the summer sessions without being enrolled in a summer term, unless specifically required to be enrolled as a condition of a grant-funded position” (05.025 Employment of Students for Hourly Positions).

College Work Study

Departments interested in learning more about the College Work-Study Program may visit the following: [Work-Study Information for Departments](#).

Compared with regular hourly employment, this program offers a definite advantage to a participating department. A department

is charged only 30% of the student’s gross earnings and can receive 100% federal funding to cover gross earnings for any student employed as a reading or math tutor. This adds up to a substantial savings for the department.

Please notify the Career Center of any FT staff who leave the university so that we can close their Handshake accounts

Job Posting Reminders

If your job has been closed longer than 30 days in Handshake, please do not re-open the job to pended status. Instead, use the copy/duplicate job feature in Handshake and receive a new job ID.

Supervisor Resources

Where can you find helpful policies, templates, FAQ’s, and Eagle Internship information? Check out the [Supervisor’s Guide](#) portion of the Career Center website.

Background Checks (CCH)

- All Hourly student employee positions require a background check. This includes both graduate and undergraduate students that are in hourly student employee positions. Reminder: do not allow students to begin work until authorized to do so. This puts your department and the University at risk in some situations.
- UPDATE: As a precaution to ensure the confidentiality of student information, please do not send Computerized Criminal History (CCH) forms via e-mail. You may use the following methods to turn in CCH forms:

- oPreferred method - Deliver in-person
- oAcceptable method(s) - Secure e-mail
- oOr FAX (940) 565-4376

(to send a “secure e-mail” type: #secure[insert space]subject)

Example: #secure CCH

Eagle Internship Completion

Congratulations to the following Students who completed the Eagle Intern requirements

Kasey Carrillo—Career Center

Emily Rudd—Career Center

Shelby McNally—High School Career Connect

Brionna Watkins—Career Center

What is an Eagle Internship

Designed to contribute to the well-rounded student learning experience, this program is for on-campus student employees that seek opportunities for professional development, personal growth, and campus engagement. Students may also use this program for academic credit (subject to requirements of major/ college).

Qualifications Students must be enrolled full-time and be in good standing with the University.

Have at least a 2.2 cumulative GPA (Undergrads) and a 3.0 cumulative GPA (Grad students).

Requirement waived for first year and transfer students.

Students must meet all on-campus, hourly student employee hiring requirements (must be paid).

Internship must last for a minimum of 10 weeks.

Program Requirements

Students must complete Eagle Internship Training.

Students must meet additional expectations/ requirements of their supervisor and department.

Students must successfully complete **30 credits** from Professional and Personal list provided by the Career Center.

EAGLE INTERNS



Kasey Carrillo



Emily Rudd



Shelby McNally



Brionna Watkins

Student Employment by the Numbers

Every day we see student employees hard at work assisting customers, answering phones, setting up scenes, or teaching music but do you know the impact student employment has on campus? Below are some numbers for July 1, 2018-April 30, 2019.

163 Undergraduate
Researchers

Average Annual Salary Rate: \$11.64

Average Weekly Hours: 17.9 hours

95 Graduate
Assistants

Average Annual Salary Rate: \$17.65

Average Weekly Hours: 13.9 hours

5,510 Student
Employees

Average Annual Salary Rate: \$10.18

Average Weekly Hours: 17.6 hours

478 Work Study
Students

Average Annual Salary Rate: \$8.96

Average Weekly Hours: 18.8 hours

The Career Center Handled:

10,774

**Epar
Hires**

14,450

**Epar
Employee
Changes**

3,152

**Background
Checks**