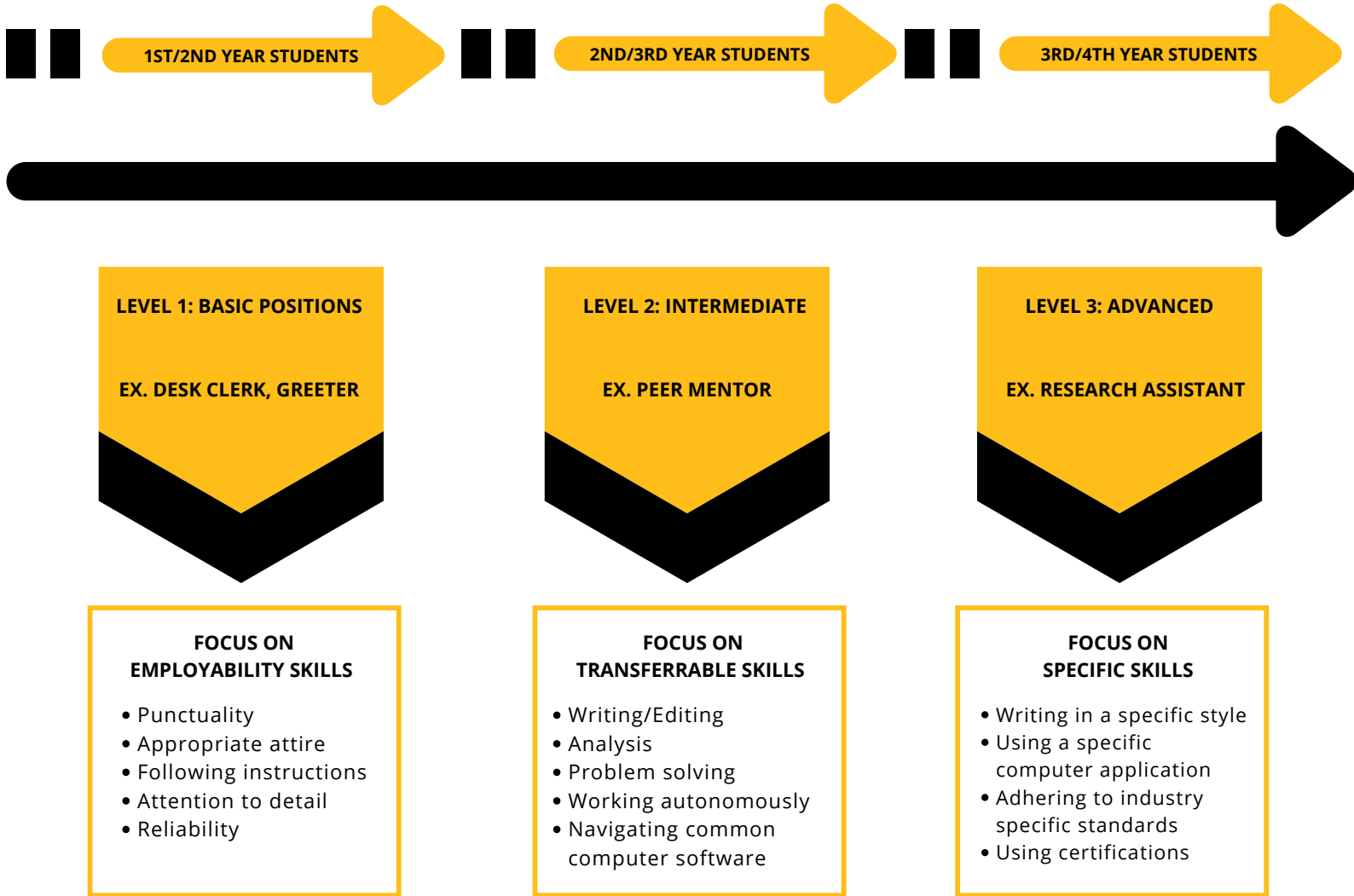# STUDENT EMPLOYMENT @ LUC

STUDENT EMPLOYEES & SKILL DEVELOPMENT

STEP 1: RECOGNIZE 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.

1ST/2ND YEAR STUDENTS →	2ND/3RD YEAR STUDENTS →	3RD/4TH YEAR STUDENTS →

LEVEL 1: BASIC POSITIONS

EX. DESK CLERK, GREETER

LEVEL 2: INTERMEDIATE

EX. PEER MENTOR

LEVEL 3: ADVANCED

EX. RESEARCH ASSISTANT

FOCUS ON EMPLOYABILITY SKILLS

- Punctuality
- Appropriate attire
- Following instructions
- Attention to detail
- Reliability

FOCUS ON TRANSFERRABLE SKILLS

- Writing/Editing
- Analysis
- Problem solving
- Working autonomously
- Navigating common computer software

FOCUS ON SPECIFIC SKILLS

- Writing in a specific style
- Using a specific computer application
- Adhering to industry specific standards
- Using certifications

STEP 2: CONSIDER THE RESEARCH SUPPORTING THE IMPORTANCE OF WHAT STUDENTS 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).

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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:

- Productivity and accuracy;
- Time management and effective use of time;
- 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!