

# Governors State University

Student Affairs and Enrollment Management: Reaching Vision 2020

**Focus Area: Career Services and Graduate Student Programming**

**Leader(s): Darcie Campos**

**Implementation Year: 2015 -2016 Results**

**GOAL 3: Strategically promote meaningful on-campus employment for students, and provide education, development and support for hiring managers to advance the student experience and expand upon relevant transitional skill sets.**

<b>Objective 1:</b>	<b>Develop resources for hiring managers, and provide employers with support mechanisms for involvement with student employees.</b>
<b>Action Items</b>	<ul style="list-style-type: none"> <li>• Develop a GA supervisor and GA student training focused on protocol, mentoring, and goal setting</li> <li>• Revise existing student hiring manager workshops and include more emphasis on the importance of making the student employment experience a true high impact practice.</li> </ul>
<b>Desired Outcomes and Achievements</b> (Identify results expected)	We look to develop a GA supervisor and GA student training focused on protocol, mentoring, and goal setting. Additionally, it is expected we will revise existing student hiring manager workshops and include more emphasis on the importance of making the student employment experience a true high impact practice.
<b>Achieved Outcomes and Results</b>	<p>We did successfully implement all of our action items. The orientation covered an extensive overview of HR procedures, How to utilize OPUS, Professional Workplace Etiquette, Top GA Tips, and a Strengths Workshop. The training was attended by 15 students. They were very engaged and fully participated in the workshops asking pertinent questions identifying ways in which they would utilize the information into their future activities.</p> <p>We also put more focus on the student hiring manager workshops with regard to creating a more meaningful student experience that would meet the criteria needed to be considered a high impact practice.</p>
<b>Analysis of Results</b> (Where outcomes met? Exceeded? Progress towards goal. Implications for AY17 Objectives.)	The goals set for the training met and exceeded the expectations as indicated by the feedback given by student participants. Some GA's later gave testimonials about their experiences post strengths workshops. Many stated they wished they would have had this information earlier in their assistantship.

**GOAL 3: Strategically promote meaningful on-campus employment for students, and provide education, development and support for hiring managers to advance the student experience and expand upon relevant transitional skill sets.**

<p><b>Objective 2:</b></p>	<p><b>Create a strengths based educational session for student employees that will equip students with the knowledge, skills and confidence to succeed in a global society.</b></p>
<p><b>Action Items</b></p>	<ul style="list-style-type: none"> <li>• Implement a strengths workshop for student employees that is offered once a semester and marketed to students on how to get more from the student work experience by investing in their strengths.</li> <li>• Graduate Assistantship Training Day in August will include strengths training.</li> </ul>
<p><b>Desired Outcomes and Achievements</b> (Identify results expected)</p>	<p>Dartina will facilitate a workshop on strengths based to improve personal, professional and academic performance for students. She will arm students by giving them concrete information on how to utilize their strengths in their work, life, and school. She will target student employees and graduate assistants.</p>
<p><b>Achieved Outcomes and Results</b></p>	<p>Dartina completed the strengths workshop for graduate assistants on August 19, 2015 at 9:30 am. It was attended by GA's with over 15 students. Students were very engaged and fully participated in the workshop asking pertinent questions identifying ways in which they would utilize the information into their future activities.</p>
<p><b>Analysis of Results</b> (Where outcomes met? Exceeded? Progress towards goal. Implications for AY17 Objectives.)</p>	<p>The goals set for the workshop were met and exceeded the expectations as indicated by the feedback given by student participants. Some GA's later gave testimonials about their experiences post strengths workshops. While meeting the goals for the GA workshop, the student worker population did not have a direct workshop for that population due to the challenges of getting participation and buy in. In the future there will be advertisement for the workshop in addition to direct correspondences to department supervisors to encourage support of programming. We are in the process of waiting to hear back from a grant that also has a component built in for a student employment workshop series. We are hopeful that this grant will be funded and we will receive some financial support and staffing that will assist in getting a larger scale student employment series off the ground.</p>

**GOAL 3: Strategically promote meaningful on-campus employment for students, and provide education, development and support for hiring managers to advance the student experience and expand upon relevant transitional skill sets.**

<b>Objective 3:</b>	<b>Rebrand the online job database system, from the Experience Hub to the new Jobs for Jaguars system.</b>
<b>Action Items</b>	<ul style="list-style-type: none"> <li>• Push out a marketing campaign to alert the campus community of the new Jobs for Jaguars system.</li> <li>• Create specific jobs for jaguars training workshop for students</li> <li>• Host an informational/tutorial table for jobs for jaguars at student employment fair</li> <li>• Revise existing student employment workshops to highlight the new Jobs for Jaguars system with a focus on liability and safe job searching online.</li> </ul>
<b>Desired Outcomes and Achievements</b> (Identify results expected)	We expect to familiarize the students with Jobs for Jaguars so that they can best utilize the system to find internships and jobs both on and off campus. We also plan to revise all workshops and workshop materials and study guides to include information on Jobs for Jaguars, how to access through the portal, and search the different screens. We will also plan to include jobs for jaguar’s informational table as part of the student employment fair.
<b>Achieved Outcomes and Results</b>	We did implement all of the action items as a result we have seen more student activity with students logging into Jobs for Jaguars, downloading their resumes, and searching for internships and job opportunities.
<b>Analysis of Results</b> (Where outcomes met? Exceeded? Progress towards goal. Implications for AY17 Objectives.)	Because there has been more activity on Jobs for Jaguars, it appears that the marketing and training sessions have helped to spur more student interest. More workshops could be added during the beginning of each semester and possibly in conjunction with the Student Employment Fair held the first week of classes in the fall. We will look to host information sessions on Jobs for Jaguars for students graduating in December and May to assist in their job and internship searches.

**GOAL 3: Strategically promote meaningful on-campus employment for students, and provide education, development and support for hiring managers to advance the student experience and expand upon relevant transitional skill sets.**

<p><b>Objective 4:</b></p>	<p><b>Continue to improve the marketing, layout and promotion of the annual On-Campus Student Employment Fair to increase employer participation and to ensure that students are best prepared with application materials to match the diverse opportunities on campus.</b></p>
<p><b>Action Items</b></p>	<ul style="list-style-type: none"> <li>• ( i.e., separate FWS from Regular Student Employment positions in table layout, have computer stations to verify award letters or advance instructions for bringing award letter to fair, and training for jobs for jaguars, etc.)</li> <li>• Create an online orientation/information session (guide) for students interested in applying for and successfully obtaining work study positions within their academic area/getting the most out of their work study experience. Guide students through specific steps of securing a work study position.</li> </ul>
<p><b>Desired Outcomes and Achievements</b> (Identify results expected)</p>	<p>It is expected that the Student Employment Fair will be held on Wednesday, August 26, 2016, from 3-6 p.m. The fair will be marketed to students utilizing all available means of GSU Social Media and Advertising, such as through mass marketing emails, the television monitors, the GSU marquis, flyers and foam core board posters, and through advertising in the GSU Phoenix. All departments requesting student workers will be notified about the fair and will be encouraged to participate. Additionally, all of the OCS staff will promote the upcoming fair during any prior events held on campus, including resource fairs. Jobs4Jaguars training sessions will be provided</p>
<p><b>Achieved Outcomes and Results</b></p>	<p>The Student Employment fair was held according to plans and was well attended by both GSU departments and students looking for FWS and Regular Student Employment work. The fair was well marketed as there were 19 departments looking to actively employ students and over 400 participants at the fair. Students filled out applications at tables within the fair space and met with employers that had designated signage to indicate whether they were looking for students for FWS or Regular Student Employment jobs. A student employment guide has been developed and it available on the website for students to review as they begin the process of seeking employment via FWS or regular student employment.</p>
<p><b>Analysis of Results</b> (Where outcomes met? Exceeded? Progress towards goal. Implications for AY17 Objectives.)</p>	<p>The 2015 Student Employment fair met expectations as there were cooperating departments representing opportunities from across the university. While student attendance exceeded expectations, with over 400 participants, we would have liked to have seen more opportunities available for student employment at GSU, as only 141 students were employed on campus this past year. The office of career services has met with the GSU Development office to discuss creating a line for student employment for donations to be delegated toward. The hope would be that eventually those departments on campus that had a student employment need but no budget or FWS allocation, could apply for funds to pay a student for the semester. Career Services is also waiting to hear back from a grant that would help to support some additional on campus student employment experiences in the coming years. Moving forward, Career Services will also offer off campus part-time employment opportunities as an element of the Student Employment Fair to take place in late August and it will be renamed the Student Employment and Part Time Job Fair.</p>

**GOAL 3: Strategically promote meaningful on-campus employment for students, and provide education, development and support for hiring managers to advance the student experience and expand upon relevant transitional skill sets.**

<p><b>Objective 5:</b></p>	<p><b>Expand Regular Student Employment opportunities for International Students so they may take advantage of an on-campus position that will strengthen communication abilities and transferable skills sets while contributing to the diverse culture of the campus.</b></p>
<p><b>Action Items</b></p>	<ul style="list-style-type: none"> <li>Encourage the hiring of international students in regular student employment positions with hiring managers. Also, discuss the process of hiring international students with hiring managers during the hiring manager training sessions. Explain the details hiring managers should know to be more knowledgeable about the procedures, protocol and timelines that are important to follow in order to successfully hire international students. Note which employers on campus tend to post regular student employment opportunities to students on campus to refer students for employment.</li> </ul>
<p><b>Desired Outcomes and Achievements</b> (Identify results expected)</p>	<p>We plan to investigate ways to increase Regular Student Employment opportunities for International Students so they may take advantage of an on-campus position that will strengthen communication abilities and transferable skills sets while contributing to the diverse culture of the campus. We also plan to educate the student employee hiring managers with the process involved in hiring international students.</p>
<p><b>Achieved Outcomes and Results</b></p>	<p>We did encourage hiring managers to hire international students and outlined the process of hiring an international student for our hiring managers. Unfortunately, we do not believe that there was an increase in the hiring of international students, but much of that was due to regular student employment funding being cut across the university as a way to conserve the budget in a time of fiscal crisis, as an appropriation hadn't been given to GSU by the state, and even now that appropriation put GSU at a 70% budget cut.</p>
<p><b>Analysis of Results</b> (Where outcomes met? Exceeded? Progress towards goal. Implications for AY17 Objectives.)</p>	<p>With 400 students seeking employment at the Student Employment fair and only 141 student employees employed on campus we recognize that this will be an ongoing effort. The main issue is as mentioned before is that most budgets across campus have been cut with regard to hiring student employees.</p>