



E-Clips

VOLUME 1, ISSUE 1

SUMMER TERM, 2008

E-Clips, The email newsletter from the Student Employment Office

Special points of interest:

- *Student Employee of the Year: Anna Schumacher*
- *Minimum wage increases*
- *Communication in the Workplace*
- *Nominees for Student Employee and Employer of the Year*
- *Upcoming Events*
- *Student Employment Resources*

2008 Student Employee of the Year

On April 18, 2008, the annual Student Employee of the Year reception was held in Tindle Lounge, with President James Wright as the welcoming speaker.

Eleven students were nominated for Student Employee of the Year and four staff members were nominated for Student Employer of the Year. A complete list of the nominees can be found on page two.

The Student Employee of the Year for 2008 was Anna Schumacher of the Hopkins Center. In her nomination, Dave Lloyd wrote, "Anna continually impresses the Pro-

duction Managers and Master Technicians at the Hopkins Center with her attitude towards her work and performance. Her intuitiveness and maturity on the job have allowed her to work independently in all of the theatrical disciplines. This independence has presented the opportunity to assign Anna to roles in high profile productions as she is continually requested by the master technicians to fill roles that require a special skill set; an unparalleled level of confidence."

We congratulate all eleven student employee nominees for their excellence in achievement!



Anna Schumacher

**Dartmouth College 2008
Student Employee
of the Year**

Minimum Wage Increases for 2008

The minimum wage at Dartmouth will be increasing to \$7.75 per hour for on-campus jobs and \$8.00 an hour for off-campus community service jobs.

Last year, New Hampshire increased its minimum wage

for the first time since 1997. Governor John Lynch signed a bill into law raising the minimum wage from \$5.15 to \$6.50, effective September 1, 2007 and to \$7.25 on September 1, 2008.

By contrast, Vermont

adopted a law in 2005 increasing the minimum wage at the end of each year to match inflation. For 2008, the minimum wage is \$7.68 per hour. The rate for 2009 will not be set until December.

The Manager's Musings: Communication

It has been said that the three most important qualities when considering real estate purchases are "location, location, location." Similarly, the three most important means of having successful working relationships with students are :

"communication, communication, communication."

Communication is essential in assisting students to achieve their potential in the workplace. This involves giving clear guidance regarding your expectations, listening closely to



your students and evaluating thoughtfully your students' performance.

You might ask yourself these questions:

- What do I expect from my students?
- Do students have a clear written understanding of all expectations?
- What tools do I use to give students feedback on their work?

The Student Employment Office is available to assist you in finding means to provide excellent communication with your student employees!

This issue's Productivity Tip: [How to make accurate time estimates](#) (Click to view)

2008 Student Employee of the Year Nominees

Ada Graham ~ *Collis Cafe*

Alexander Friedman ~ *Baker—Berry*

Brian Smith ~ *Studio Art*

Christine Huang ~ *Baker—Berry*

Emmanuel Mensah ~ *Jones Media Center*

Evon Noyes ~ *Computing Help Desk*

Jessica LaBrie ~ *Kresge*

Molly Fales ~ *Matthews - Fuller*

Peter Anderson ~ *Montshire Museum*

Zaneta Thayer ~ *Matthews - Fuller*

2008 Employer of the Year Nominees

Art Hanchett ~ *Jones Media Center*

Gwen Williams ~ *Residential Life*

Holly Potter ~ *Academic Skills Center*

And our 2008 Employer of the Year:

Jeff Georgantes ~ *Clafin Jewelry Shop*

Upcoming Events

Mark your calendars for some upcoming opportunities!



SEPTEMBER 10, 2008— 10 AM
Student Employment Kickoff. In
Tindle Lounge

More details to follow, but set aside an hour to gather together and discuss ideas and thoughts for making the 2008-2009 academic year a success for your student employees!

SUPERVISORS COFFEE HOUR 10-11 AM

The Student Employment office will host a session once per term for supervisors to come and have open discussion on issues relating to student employment.. Coffee and light refreshments will be served.

Wednesday October 29, 2008

Wednesday, February 18, 2009

Wednesday, April 15, 2009

(Tentatively scheduled in Collis 101.)



Student Employment Office

start working toward your future

The Student Employment Office
Dartmouth College
6124 Thayer Hall
Hanover, NH 03755

Phone: 603.646.3641

Fax: 603.646.0370

E-mail: Student.Employment.Office@Dartmouth.edu

The Student Employment Office provides employment resources to all students who wish to work to meet educational expenses or to gain work experience as part of their education.

The objectives of the Student Employment Office are: to provide standardized practices and procedures for Student Employment; to provide a centralized information system for student employment opportunities; to enhance the awareness of student employment; to provide learning opportunities; and to increase the number, variety, and quality of on- and off-campus employment opportunities.

WE'RE ON THE WEB!

WWW.DARTMOUTH.EDU/~SEO

Your Student Employment Professionals

If you are new to connecting to the Student Employment Office, we would like you to know who we are and what services we provide to assist you in your own professional development as a supervisor of students.

We have two specific tools for assisting students to find employment. The first is JOBNET, our online job posting tool. Students looking for positions can find a listing on JOBNET. All positions must have a JOBNET number in order for payroll to process their timesheets. Employers may post open positions on JOBNET by completing the form available on our web-

site and submitting by email to "JOBNET."

The second tool is for temporary or off-campus positions, and is the Student Employment—TempJob Blitz bulletin. Employers may post positions here if they are temporary or even if you are seeking personal childcare and would like to find someone to assist you for an evening. We can post the position, and it is a student's obligation to contact you and discuss the position.

There are also tools for supervisors on

our website to assist you with hiring and evaluation students. Just click on the "Supervisor Info" option on our home page.

We are here to assist all students with their employment and all supervisor who would like advice or assistance in making the workplace a positive and supportive environment for students.

If you have any questions, please contact Todd Kilburn or Samantha Potter in the Student Employment Office.