



# E-Clips

VOLUME 1, ISSUE 2

FALL TERM, 2008

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

## Special points of interest:

- *Getting Students Employed (and paid!)*
- *Work4E Seminars*
- *Manager's Musings: Getting on the Same Page*
- *Kickoff! - September 10, 2008, 10 AM in Tindle Lounge*
- *Supervisors' Coffee Hours*

## Getting Students Employed (and paid!)

As we begin the Fall Term and welcome the Class of 2012, many supervisors wonder how to establish a student employee. Here is the procedure:

First, advertise your position on Jobnet. If this is the first time your position is being posted, please contact us for the Jobnet form. If the position has been posted in previous years, just call the Student Employment Office with the Jobnet number to activate the position.

Then, make sure your student has a copy of the Oasis compliant student timesheet available on our website and on the website of the Controller's Office. Provide each student employee with a copy of their Jobnet number and a copy of the account string under

which they are to be paid and make sure each is on the timesheet.

Timesheets may be submitted to:

- The Student Employment Office (downstairs in Thayer Dining) by Fridays at 4
- The Drop Box on the first floor of McNutt or the Payroll office by Mondays at 9 am.

Finally, remember that every new employee that is a US citizen or permanent resident must fill out the following paperwork:

- An I-9 form (by law, within three days of beginning employment)

- A W-4 form *Students should consult their financial advisor if they need assistance in completing this form.*

International Students may have certain forms involving international tax treaties, etc. to complete and should visit the Payroll Office to complete those forms.. Please note that if you are hiring any international students, enrolled students are eligible to work on campus (meaning paid by the College) for up to 20 hours per week maximum. These students may work full time over term breaks and annual vacations. Please refer the students to the Office of Visa & Immigration Services if they have any questions regarding their legal work eligibility.

## Introducing the Work4E Seminars

We would like to announce a pilot series of seminars for students in how to create a successful workplace. These Sessions "Work4E" will focus on Working for: Excellence, Efficiency, Ethics, and Expertise.

We welcome any student who would like to take these seminars, but we will limit the seminars this fall to the first twenty students to register.

Student Work4E Seminars will be held on Wednesdays from 6-7 pm on October 1, 8 and 15.

We will also offer Employer Work4E Seminars on October 30, November 6 and November 13 from 3:00-4:00 pm in Collis 101.

For more information and to register, Blitz Todd Kilburn or call 603.646.3649.

## The Manager's Musings: Getting on the Same Page

Do you ever feel as if you are on a different wavelength than your student employees? How do we get students to be on the same page? One effective method is to write out concise, clear statements of expectation for your students. Some examples (in no particular order) might be:



- We expect you to focus on the work we give you during the hours you work here.
- We expect you to be on time, every time, unless you

contact us in advance.

- We expect you to act with integrity and honesty in all your dealings with students, faculty, staff and the community.
- We expect you to come to work prepared to work in both attitude and appearance.
- We expect your studies to come first, and if there is any conflict between work and study, it is our expectation that you will talk to us about it.

Such a listing of expectations in written form may assist your students in understanding what you expect! We stand by to assist you in drafting a statement.

This issue's Productivity Tip: If you want a way to keep track of your to-do lists, try [www.rememberthemilk.com](http://www.rememberthemilk.com)

## TIME FOR KICKOFF!

**September 10, 2008—10 AM**  
**Tindle Lounge**



*Football season is upon us, and we want to kickoff the fall term on a positive and successful note. Join the Student Employment Office for a time of coffee, light refreshments, and just a brief time to talk about how we can assist you and what events will be taking place during this*

*academic year.*

*In order to properly prepare for the number of people who will attend, please RSVP by Blitzing "Jobnet." If you are able to make it at the last minute, please come anyway.*

*A raffle will be held and door prizes given away, too!*

## MARK YOUR CALENDAR

### **SUPERVISORS COFFEE HOUR** **10-11 AM—Collis 101**

Wednesday October 29, 2008

Wednesday, February 18, 2009

Wednesday, April 15, 2009



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



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



**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](mailto: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](http://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.