

E-Clips

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

National Student Employment Week April 12-18, 2009

Special points of interest:

- *National Student Employment Week*
- *Student Employee/Employer of the Year Reception*
- *Student Employee/Employer of the Year Nominees*
- *Manager's Musings: Powerful Speech*
- *Did You Know?*
- *Mark Your Calendars!*

In colleges across the US, April 12-18, 2009 is National Student Employment Week.

This is an opportunity to encourage departments to recognize the achievements and contributions of students. We encourage supervisors across campus to find ways to express appreciation for their employees. Some suggestions are included here, and others can be found on the webpage listed above. Recognition need not be expensive, but it should be sincere and thoughtful. Some suggestions include:

- **Have a Pizza Party.** Designate a day when the

whole staff can get together and order pizza.

- Organize a **Potluck Luncheon or Breakfast** to be held in the office. With the entire department.
- Collect assorted goodies (and other items) and make a **Care Package** for your students.
- Create a **Certificate of Appreciation.**
- Have the staff sign a **Thank-You Card** for the students. Surprise your student employee with a thank you note through Hinman Mail or waiting in his/her work space.
- Decorate an **office**

bulletin board with pictures or the office door for the week in recognition of your student employees.

- **Notes Home** – Send a note to the families of your Student Employees. Let them know what the student does, how their work impacts your department, and how terrific their student is.
- **Decorate their workspace** with balloons and streamers.
- Have the staff blitz you a comment about your student, **print comments out in large type on a piece of paper and hang it in the office.**

For more information, visit: <http://www.dartmouth.edu/~seo/docs/waystocelebrate.pdf>

Student Employee/Employer of the Year Reception Friday, April 17

On April 17, 2009, the Student Employment Office will host a lunch reception in Tindle Lounge to honor all of our nominees for the Dartmouth College Student Employee of the Year and Employer of the Year from those nominations received

from supervisors and students all across campus. We will also announce the student and supervisor selected for this exceptional honor.



A complete listing of our 24 student employee nominees and our 3 employer nominees can be found on page two.

Our featured speaker will be Susan Wright, wife of President James Wright.

2009 Student Employee of the Year Nominees

Stephany Acosta	Sociology Department
Greg Agron	Feldberg Library
Andres Aguilera	Dana Biomedical Library
John Beck	Admissions
Lauren Breach	Office of Greek Letter Organizations and Societies
Michael S. Chen	Feldberg Library
Nathan Empsall	Baker-Berry Library
Brian Freeman	Rockefeller Center
Nikhil Jain	Tutor Clearinghouse
Jeff Koh	Admissions
Madhavi Menon	Admissions
Ian Murphy	Rockefeller Center
Kieu Nguyen	Kresge Library
Tosin Ogunbamise	Dana Biomedical Library
Deborah Osborne	Collis Center
Courtney Otto	Admissions
Allison Parsley	Feldberg Library
Raymond Rodriguez	Admissions
Hathairat Sawaengsri	Kresge Library
Miesha Smith	Admissions
Joseph Smith III	Jones Media Center
Ugochi Ukegbu	Feldberg Library
Sarah Vachon	Microbiology & Immunology Department
Elizabeth Wiley	Baker-Berry Library
Benjamin Young	Admissions
Ryan Yuk	Baker-Berry Library



2009 Student Employer of the Year Nominees

Debbie Diegoli	Valley Food & Farm
Greg Elder	Student Workshops, Hopkins Center
Gabrielle Lucke	Student Activities



The Manager's Musings: Powerful Speech

"Feeling gratitude and not expressing it is like wrapping a present and not giving it. ~ William Arthur Ward

As employers, we have the power to shape the futures of the student employees with whom we work. Although we may be struggling with a reduced workforce and a reduced budget, our students can benefit greatly from encouragement from us, especially in the most challenging of circumstances.

Finding ways to encourage students for the things they each do can go a very long way in educating them to understand the value of their work.



I do not know how the Student Employment Office would succeed without the incredible contributions of our peer counselors, Daisy, Liz and Erin . Their exceptional work helps us in posting campus jobs, temporary jobs, evaluating our success and assisting students.

May this be a reminder that saying "thank you" or "job well done" sincerely can be a powerful way to reinforce the habits and skills that you expect your student employees to demonstrate. Look for the positive in your student employees, and then find ways to acknowledge it!

This Month's Productivity Tip:

<http://zenhabits.net/2008/04/18-five-minute-decluttering-tips-to-start-conquering-your-mess/>

Did You Know That...



- ◆ *Any student whose job replaces a full-time employee may not have those wages count as work study?*
- ◆ *Every student must fill out an I-9 form within three days of beginning his or her first day of work for Dartmouth College?*
- ◆ *The Student Employment Office Manager offers a course through Human Resources on how to understand, hire and supervise students? (Check the HR Catalog for details.)*
- ◆ *You can find out more about any of these topics by emailing Todd.Kilburn@Dartmouth.edu*

MARK YOUR CALENDAR!

SUPERVISORS COFFEE HOUR

10-11 am—Collis 101

Wednesday, April 15, 2009 (TAX DAY!)

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

This month's theme will be Time Management



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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.

There are two specific tools for assisting students in finding 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 website and submitting by email to "JOBNET."

The second tool is for temporary or off-campus positions, and is the Student Employment—Tempjob Blitz bulletin. Members of the Upper Valley community may contact us to post positions for such positions as child care, yard work, moving or other similar types of short-term jobs. The Student Employment office will post the position, and students will contact you directly to discuss the position.

Unsure about what tools are available

to assist you in supervising students? There are also tools for supervisors on our website to assist you with hiring and evaluating students. Just click on the "Supervisor Info" option on our home page.

We are here to assist all students with their employment and all supervisors 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 in the Student Employment Office.