

WORKS FOR ME!

WINTER 2009

VOLUME 1, ISSUE 1



Student Employment Office
Start working toward your future

Welcome to Works for Me!



In the Student Employment Office, we desire to assist both students and their families in finding the right job with the right employer.

This, our first issue, seeks to be informative

and helpful regarding issues in the realm of student employment and to be a resource for students and their families.

While employment may not be right for every student, it does provide a level of experience and life skill that will serve most students well as they prepare for the rigors of the career path on which they will soon embark.

We desire to assist students to think strategically about their future

careers and begin using the work opportunities they have as an undergraduate to gain the knowledge, skills and abilities that will carry them into the future.

We plan to send out this newsletter electronically each term. If you have any thoughts or suggestions, or you have any questions that you would like answered, please e-mail Todd.Kilburn (see the e-mail address on page 4) or call 603.646.3641.

SPECIAL POINTS OF INTEREST:

- ◆ WELCOME TO WORKS FOR ME!
- ◆ HIGHLIGHT ARTICLE: **WHY SHOULD A STUDENT WORK?**
- ◆ THE MANAGER'S MUSINGS: **MANAGING CONFLICT**



INSIDE THIS ISSUE:

<i>Why Should a Student Work?</i>	2
<i>Managing Conflict</i>	3
<i>Direct Deposit</i>	3
<i>Your Student Employment Professionals</i>	4

WELCOME



Dartmouth College Now an E Verify Employer

On November 1, 2008, Dartmouth College officially became an E Verify employer. This change allows Dartmouth to comply with a new federal law stating that all employees hired after that date must have their I-9 forms electronically verified.

It becomes more crucial than ever that every student employee com-

plete his or her I-9 form within three business days of his or her first day of work.

Students may complete their I-9 with any E Verify trained staff person or at any one of the following locations:

- 1) EIS/Payroll
- 2) Human Resources
- 3) The Student Employment Office

For a complete list of documentation go to <http://www.uscis.gov/files/form/I-9.pdf>.



Parent Tip:

Please help your student locate and find the required documentation before arriving on campus—Federal Law does not allow us to accept copies or faxes.



PARENT TIP:
ENCOURAGE YOUR STUDENT TO CONSIDER EMPLOYMENT. NOT ONLY ARE THERE CAREER BENEFITS, ANY EXPENSES THEY CAN MEET WITH THEIR EARNINGS CAN REDUCE THE FAMILY'S COSTS AND OFTEN REDUCE THE NEED FOR STUDENT LOANS.

Why Should A Student Work?



Students find themselves under pressure to maintain good grades, be involved in extra-curricular activities, volunteer in the community, mentor other students and still find time for a social life. Why work, then, especially if it is not a necessity?

We would like to suggest four kinds of workplace skills and attitudes that you as a student may develop as a result of working while in college. While we agree that overwork (nationally agreed to be more than 20 hours per week) can be detrimental to a student's work-life balance, not to mention their GPA, many students benefit from employment in the following ways:

1. Work Ethic

Students who work while in college have the opportunity to learn about more than the job they have; they begin to understand the importance of being on time, societal interdependence and more.

This is not to say that the academic experience does not assist in the formation of a student's work ethic. However, real life work experiences can help you to develop a clearer understanding of the expectations in a workplace setting.

2. Communication Skills

In a world that is littered with e mail and text messaging, clear verbal and written communication skills are a necessity in today's workplace. From crafting correspondence to the preparation of public presentations, the workplace allows you to enact principles that you learn in the classroom and observe how those skills can be actually implemented through interacting with others.

3. Management Skills

Students who work during college often get to demonstrate their management abilities as well as their leadership capacity. Student employees often gain the experience of managing projects, administering budgets, overseeing tasks and often even supervising other students in a workplace setting, skills which are significant in resume building.

4. Problem Solving

Learning to identify problems, develop solutions to those problems and the implement change are key concepts that future employers seek in the job market. While these do not replace solid academic performance, they can certainly enhance a resume. The workplace offers the opportunity to discover ways of problem solving, especially in interpersonal interaction that will benefit you as you move into the workforce or further your education.

The Manager's Musings: Managing Conflict

Sometimes, even in the best work environments, conflict occurs. Plato once said, "Be kind, for everyone you meet is fighting a hard battle."

As a student employee, you please recognize that supervisors are still human beings and that conflict is inevitable. Here are some suggestions when you find yourself in conflict with your supervisor:

1. Address all issues immediately, kindly and directly

Do not assume that the supervisor is angry with you. The minute a problem arises, make it your responsibility to speak to your supervisor and ask:

- ◆ "Am I perceiving the situation correctly?"
- ◆ "Is there some behavior you would like me to change?"
- ◆ "How can I keep this

situation from happening again?"

This does not mean you assume you are in the wrong. You simply seek to understand the issue, if there is one, from the employer's perspective. Learning to address conflict in its early stages is a key workplace skill, and you can use this opportunity to demonstrate your high level of integrity.

2. Picture yourself on the same side of the table, not as an adversary.

Picture yourself sitting to talk to your supervisor as you would a friend. If you are concerned that there is an issue, speak softly and respectfully to that supervisor. Consider the fact that your supervisor may be struggling with some serious personal issues, or the fact that there could be issues in the work-

place that are creating some hardship for him or her. By expressing concern for the supervisor as a person, you may defuse what might otherwise be a tense situation.

3. Repeat the issue back to your supervisor, to make sure you correctly understand it.

Stating the problem in terms such as, "So then, the issue is that you would like me to speak more quietly in the workplace. Am I correct?" This gives the supervisor an opportunity to state his or her specific concern and assure that you have mutual understanding.

Always remember that if you would like to speak to a neutral party, we at the Student Employment Office will do our best to assist you. Feel free to come by and make an appointment.



PARENT TIP:

NEVER INTERVENE IF YOUR STUDENT IS STRUGGLING AT WORK; ALLOWING THEM TO HANDLE THE SITUATION INDEPENDENTLY BUILDS SKILLS AND DEVELOPS BETTER WORKPLACE RAPPORT.

Direct Deposit: Is it for Me?

Often when we ask students if they are interested in direct deposit, it appears to be quite a mysterious process. We encourage students to sign up for direct deposit because:

- ◆ It allows your paycheck to be deposited into any bank and up to two accounts. So if you want to keep your hometown bank, you may do so.
- ◆ It allows you to receive a
- ◆ On those snowy February Friday mornings, it is great to know that the payroll is waiting in your account already—no need to cash the check!
- ◆ It is a simple process re-

paycheck that may be issued while you are off-campus. So if you are on a break, the funds will still show up in your account on payday.

quiring that you bring in only (1) the name of your financial institution; (2) the routing number (located in the bottom left corner of a check or deposit slip); and (3) the account number located just to the right of the routing number.

Direct Deposit forms are available in the Student Employment Office, or at the Payroll Office at 7 Lebanon Street.





Student Employment Office
start working toward your future

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WE'RE ON THE WEB!

WWW.DARTMOUTH.EDU/~SEO

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.*

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 student.

We have two specific tools for assisting students to find employment. The first tool is JOBNET, our online job posting tool. Students looking for positions can find a listing on JOBNET. We encourage students to click on "last updated" when performing a job search on JOBNET.

All positions must have a JOBNET number in order for payroll to process their timesheets. Students should carefully note the JOBNET position number when hired and place it on their bi-weekly timesheets.

The second tool is for temporary or off-campus positions, and is the Student Employment—Tempjob Blitz bulletin. Tempjobs allows us to post temporary and off-campus positions such as childcare, yard work, moving help, etc. While we post the position, it is the student's obligation to contact the employer and discuss the position.

There is also information on our website about the Federal Work Study Program as well as Leave Term Work Study and Community Service Employers.

We are here to assist all students with their employment and we are always delighted to assist students in finding the right job with the right employer.

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

