

# CAREERS START HERE

STUDENT EMPLOYMENT NEWSLETTER

## July 2024 Edition

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## Timely Reminders

### **Mandate for Student Employees Hired in Research or Research-Related Positions per RS 17:1826:**

An email was distributed last week concerning the Louisiana Higher Education Foreign Security Act of 2022 and the procedure to comply with this law for student employees. **Effective immediately, before any student employee is hired into a position that is research or research-related, the SEP will need to complete the RS 17 Request Screening through Workday.** This is to ensure that employees hired in research or research-related positions are hired in compliance with the Louisiana Higher Education Foreign Security Act of 2022. This includes any positions that are directly or indirectly related to research or a research office. Any type of research at the university is included (STEM, humanities, research call centers, etc.)

**Please see the attached email for more information, the job aid, and supplemental info guide.**

### **Get Fall Jobs Posted to Handshake ASAP:**

Increase the visibility of your job posting and get a larger applicant pool by posting your fall jobs now. Incoming and continuing students will be searching for on-campus jobs during the summer. Finding an on-campus job is a top concern for incoming students and parents. Students will gain access to Handshake after their orientation session, and they will start to look for jobs! [Visit our website for guidance on job descriptions, posting on handshake, and best practices!](#) A few tips:

- Include as much detail as possible about job description, job duties, and expectations. See our website for sample descriptions and other tips about what to include.
- Since you might want to have the job posted now but wait until closer to the start of the semester to interview – include a timeline in your job posting. This lets the students know when to expect to be contacted about an interview or next steps.

- Include your contact information in the post. Students often ask who to contact for more information. Either include your email in the posting or make your contact visible on Handshake so students can message you through Handshake.
  - Go to my profile > account > Select “Visible on Company Profile”
- Always select “On Campus Job” when creating the posting.
- [Find more tips in the instructions on our website!](#)

## **Student Employment News**

### **SEP Quarterly Meeting: July 17, 2024, 9:30 am – 10:30 am**

Please register to attend the July SEP Quarterly Meeting – [REGISTER HERE](#)

- July 17, 2024  
9:30 – 10:30 am  
Capital Chamber Room 329, LSU Student Union

#### **Agenda:**

- Ready to Roar Career Proficiencies – LSU Career Center
- RS 17 – Research Position Screening Procedures
- Preparing for Fall Student Employees
- Updates & Reminders

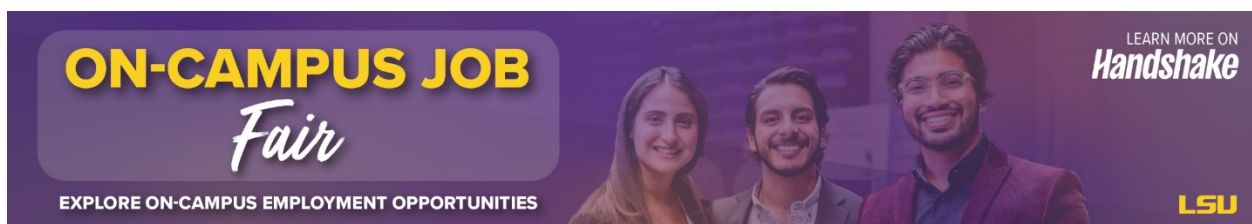
Save the dates for our upcoming 2024 meetings. Calendar invites along with more information to come!

- October 16, 2024 – 9:30 am

### **On-Campus Job Fair – Register Today!**

[Registration is NOW OPEN for the On-Campus Job Fair.](#) It will be held during Welcome Week on **Wednesday, August 21, 2024 from 1:00 p.m. – 3:00 p.m.** in the LSU Student Union Ballroom. This is a great opportunity to market your department and student employee positions to incoming students.

- Registration is free for on-campus departments
- [Register your department and find more information on our website.](#)



## **Tip of the Month**

### **Featured Workday Tip:**

#### **Scheduled Weekly Hours and Default Weekly Hours**

Students should not have a Full Time Equivalent (FTE) above 50% (unless approved by SEO to work 25 hrs/wk, then 62.5%). If the student is working more than one job the FTE must be divided so as not to

exceed 50%. The FTE is determined by the **Scheduled Weekly Hours** entered under Location in the hire divided by the Default Weekly Hours. So, students should have 20 Scheduled Weekly Hours equaling 50%. Scheduled Weekly Hours should NOT be adjusted for summer or breaks, even if the student is working extra hours.

**Default Weekly Hours** will always remain at 40.

## Job Descriptions for Student Employees

Student employment positions should be posted on Handshake, so all students have access to all opportunities. A well-written job description often produces a better candidate pool because job seekers are provided clarity on what is expected with the role.

The best job descriptions include:

- A specific but concise job title that gives context to the type of work. Avoid any abbreviations or acronyms.
- An objective sentence that gives a concise overview of the position and how it fits in with the broader goals of the office.
- Job duties, preferably in bullet-point format, describing tasks with a fair amount of specificity.
- Increase the diversity of your applicant pool and inclusiveness of your hiring process by including a note that you are willing to provide training. For example, "Prior experience not required, and training will be provided."
- Any requirements of the work that would be beneficial for applicants to know up front. For example: minimum hours expected, or specific availability required.
- A brief description of benefits. For student employment, benefits include the types of skills the student will have the opportunity to develop through their work and scheduling flexibility.
- Departments that do not have available funding for student employees may choose to only consider students with Federal Work-Study or President's Aid award packages. If your position relies on aid funding, this should be clearly stated in the first sentence of the job description; "This position is open to students who have accepted Federal Work-Study or President's Aid."

[Check out the student employment website for more tips and sample job descriptions.](#)

If you do not have access to Handshake, email Leslie [lmoran1@lsu.edu](mailto:lmoran1@lsu.edu) to get an account.

## For Your Students

### Communication-Intensive (C-I) courses:

Did you know communication skills are one of the most sought-after competencies employers look for in new hires? LSU Communication across the Curriculum (CxC) offers Communication-Intensive Courses for LSU students. In Communication-Intensive (C-I) courses, instructors integrate communication skills building activities into the course content to deepen learning and advance skills. For C-I students, it's a robust learning opportunity to upgrade their educational experience without taking any additional courses!

There are more than 300 undergraduate C-I courses sections offered each semester across the disciplines. [Check out the offerings on the CxC website.](#)

## **For Graduate Assistants**

**Graduate Assistants** are mandatory reporters and must complete the annual [Power-based Violence Prevention & Response Training](#) upon hire. The deadline to complete the training is September 30, 2024.

You can access the 2024 Power-based Violence Prevention & Response Training by visiting the [mandatory employee training page](#), and under Power-based Violence Prevention & Response Training, click the “How do I access this training” button. You will then self-enroll into the Moodle course and complete the three modules.

### **Module not Working?**

If you attempt the training from a different computer or using a different browser and are still unsuccessful, please reach out to HRM Training and Development at [hrmtraining@lsu.edu](mailto:hrmtraining@lsu.edu).

**[Find previous monthly newsletters on our website!](#)**

Thank you,

### **Office of Student Employment**

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