

# Governors State University

Student Affairs and Enrollment Management: Reaching Vision 2020

**Focus Area:** Career Services and Graduate Student Programming

**Leader(s):** Darcie Campos

**Implementation Year:** 2015 -2016

**GOAL 3: Strategically promote meaningful on-campus employment for students, and provide education, development and support for hiring managers to advance the student experience and expand upon relevant transitional skill sets.**

<b>Objective 1:</b>	<b>Develop resources for hiring managers, and provide employers with support mechanisms for involvement with student employees.</b>
<b>Action Items</b>	<ul style="list-style-type: none"><li>• Develop a GA supervisor and GA student training focused on protocol, mentoring, and goal setting. (Darcie)</li><li>• Revise existing student hiring manager workshops and include more emphasis on the importance of making the student employment experience a true high impact practice. (Janet and Darcie)</li></ul>
<b>Indicators and Data Needed</b> (Measures that will appraise progress towards the strategic objective)	
<b>Responsible Person and/or Unit</b> (Data collection, analysis reporting)	*Please note: Some action items may have specific staff members leading the efforts, but we will all work as a collective team to meet the objectives for our yearly goals.
<b>Milestones</b> (Identify Timelines)	
<b>Desired Outcomes and Achievements</b> (Identify results expected)	

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<b>Objective 2:</b>	<b>Create a strengths based educational session for student employees that will equip students with the knowledge, skills and confidence to succeed in a global society.</b>
<b>Action Items</b>	<ul style="list-style-type: none"> <li>• Implement a strengths workshop for student employees that is offered once a semester and marketed to students on how to get more from the student work experience by investing in their strengths. (Dartina) (Maybe January timeframe)</li> <li>• Graduate Assistantship Training Day in August will include strengths training.</li> </ul>
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<b>Objective 3:</b>	<b>Rebrand the online job database system, from the Experience Hub to the new Jobs for Jaguars system.</b>
<b>Action Items</b>	<ul style="list-style-type: none"> <li>• Push out a marketing campaign to alert the campus community of the new Jobs for Jaguars system. (Janet, OCS Staff)</li> <li>• Create specific jobs for jaguars training workshop for students (Janet)</li> <li>• Host a informational/tutorial table for jobs for jaguars at student employment fair (Janet)</li> <li>• Revise existing student employment workshops to highlight the new Jobs for Jaguars system with a focus on liability and safe job searching online. (OCS Staff)</li> </ul>
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<p><b>Objective 4:</b></p>	<p><b>Continue to improve the marketing, layout and promotion of the annual On-Campus Student Employment Fair to increase employer participation and to ensure that students are best prepared with application materials to match the diverse opportunities on campus.</b></p>
<p><b>Action Items</b></p>	<ul style="list-style-type: none"> <li>• ( i.e., separate FWS from Regular Student Employment positions in table layout, have computer stations to verify award letters or advance instructions for bringing award letter to fair, and training for jobs for jaguars, etc.) (Janet and Cynthia, OCS Staff)</li> <li>• Create an online orientation/information session (guide) for students interested in applying for and successfully obtaining work study positions within their academic area/getting the most out of their work study experience. Guide students through specific steps of securing a work study position.</li> </ul>
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<b>Objective 5:</b>	<b>Expand Regular Student Employment opportunities for International Students so they may take advantage of an on-campus position that will strengthen communication abilities and transferable skills sets while contributing to the diverse culture of the campus.</b>
<b>Action Items</b>	<ul style="list-style-type: none"> <li>• Encourage the hiring of international students in regular student employment positions with hiring managers. Also, discuss the process of hiring international students with hiring managers during the hiring manager training sessions. Explain the details hiring managers should know to be more knowledgeable about the procedures, protocol and timelines that are important to follow in order to successfully hire international students. <i>(Is this enough, or should we nix this objective?)</i></li> <li>• Note which employers on campus tend to post regular student employment opportunities to students on campus to refer students for employment.</li> </ul>
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