

# STUDENT EMPLOYMENT

Longwood provides part-time student employment on and off campus through the Federal and Longwood Work-Study Programs. Through these experiences it is expected that a student worker will develop good basic work habits and attitudes, an understanding of personal skills, talents, and social and economic mobility. The experiences assist in establishing career goals and enhance employment prospects after graduation.

The Career Center encourages students to seek, obtain and take advantage of work experience information, job listings and programs offered.

After much research and coordination with the administration, a variable pay rate system was established for the 2005-2006 year. Due to lack of funding, the majority of the students were still paid at the minimum wage of \$5.15 per hour. However, many students receive pay increases or were assigned positions at a higher wage rate. Rates ranged from \$5.15 to 15.00 per hour.

There was an increase in work study positions this year due to the fact that many positions, such as telemarketing, were no longer paid through Pay Action Requests but placed on work study.

## WORK-STUDY RECORDS

- 887 employment records on database
- Allocations totaled \$1,112,355.13
- Average of 548 students paid monthly
- Average of 49% of students paid were federal work-study
- 797 Students were employed in over 80 areas within 72 departments/offices on campus
- Over 100 budget codes now in database for departments/offices with each budget code having a separate fund code established
- 518 Longwood/CWS Jobs; 369 FWS (includes 4 Community Service) jobs on campus
- Earnings: Community Service = \$ 2,149.00  
Longwood/CWS = \$170,160.78  
Federal Work Study = \$125,917.91  
\$298,227.69

## EMPLOYMENT OPPORTUNITIES

- Job postings on LancerTrak, in Job Vacancy notebook, and bulletin boards
- Student Employment Manager contacts to campus and local community/schools seeking job opportunities

## COMMUNITY SERVICE

- 4 students were employed in the America Reads Program
- Contracts with Prince Edward County; interest declined in Charlotte & Cumberland Counties due to distance

- Contacted local agencies to promote community service; funding not available

## **OFF-CAMPUS EMPLOYMENT**

The Career Center assisted students in seeking employment off campus and posted local job vacancies on LancerTrak and in the Job Vacancy notebook located in the Career Resource Room. Referrals were made to AtWork Personnel and Virginia Employment Commission in Farmville and various agencies/individuals in the local area. In addition, The Farmville Herald newspaper was utilized as a means for job search.

## **ACTIVITIES**

- National Student Employment Week
- Citizen Leader Awards Luncheon/Ceremony
- Student Employment On-Campus Employment Fair
- Mailing to all student employees and supervisors regarding National Student Employment Week
- Networked with other institutions to keep abreast of changes in regulations, compare procedures and research wage rates
- Meetings with staff from Human Resources, Payroll, Finance and Accounting, ARAMARK, facilities, Multicultural Affairs, RCL, Library, Conferences and Scheduling, and others regarding student employment issues, budgets, etc.

## **TRAINING**

- Students employed in the Career Center received training from staff members
- Many individual training sessions were held for new supervisors of students
- Workshop/training session was held for supervisors
- Provided over 400 handouts, LancerTrak guides, and hiring packets to supervisors and students

## **REPORTS**

- Approximately 79 Earnings vs Allotment reports were printed and mailed monthly to departments
- Payroll reports printed monthly and maintained in Career Center
- Printed federal work study awards report periodically to monitor earnings vs Financial Aid awards
- Worked with the Marketing Team to create flyers and articles advertising the On-Campus Employment Fair

## **PROJECTS**

- Implemented Wage rate increase and pay classifications for student employees
- Updated Career Center web page with new student employment information
- Researched and updated information regarding international students' hiring procedures and documentation requirements
- Provided information to supervisors and students regarding the requirement of Direct Deposit for student employee payments

- Created/updated the New Hire Packets and Employment/Payroll Authorization forms to reflect policy & procedure changes
- Attended many training sessions for Human Resources and Financial Aid Banner
- Purged student employment and I-9 files for 1998-2001 and had them stored in Greenwood Library

### **PAY ACTION REQUESTS**

The Career Center continued to verify and forward one-time payments and honorariums involving students on campus. To assist with the implementation of this process, a new Pay Action Request was designed and made available on the Human Resources web site.

To date one hundred forty-seven (148) Pay Action Requests have been reviewed and forwarded to Payroll or Accounts Payable for payment processing.