

Student Staff Statement of Expectations

| Expectations - Which outcomes are sought | Standards - Specific agreed upon standards to measure achievement of expectations |
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| <p>Mission</p> | <p>An on-campus employment opportunity at Jessup offers you the chance to develop experience and skills in a professional environment, to “try on” career experiences, develop professional work skills, and build relationships to improve your job seeking experience after graduation.</p> |
| <p>Getting a Job</p> | <p>*Prepare for your job search by engaging resources available in the Career & Life Planning portal. Most on-campus jobs will require a professional resume and a formal interview.</p> <p>*Browse available on- and off-campus job opportunities at collegecentral.com/jessup/ (Jessup Job Board) and follow directions to submit your application.</p> <p>*Creating an account at collegecentral.com/jessup will provide you with direct access to on campus jobs as well as outside employers who may be searching for Jessup candidates to hire.</p> <p>*Individuals with initiative may pursue completion of “New World of Work” Curriculum and may be given priority for job opportunities. <i>Please contact Career & Life Planning to learn more.</i></p> <p>*If called to interview, bring 2 copies of your resume and <i>dress professionally</i>.</p> <p>*If offered employment, review your job offer carefully. Be sure that you are able to fulfill the job requirements before accepting the position.</p> <p>*Complete all orientation steps in a timely manner.</p> <p>* Attend New Student Worker Orientation held at the beginning of each semester.</p> |
| <p>Your First Day</p> | <p>*Expect an on-the-job orientation to include:</p> <ul style="list-style-type: none"> *A review of the department mission and student’s role and responsibility in the organization. *A review of roles and responsibilities of other staff members as well as the student staff members - find out who your direct supervisor is and who you can ask for help. *An opportunity to provide your schedule of availability and receive your work schedule. *A tour of your department, introductions in other departments you may work with, and a tour of campus areas relevant to your department. |

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| | <ul style="list-style-type: none"> *Look for up-to-date and accurate SOPs (Standard Operating Procedures) for student staff tasks. *Look for task checklists to encourage autonomy. *Be sure to clock in and out using the Paycom system. |
| Day to Day Work | <ul style="list-style-type: none"> *Arrive on time, 10 mins early is preferred. *Arrive prepared to work, work with integrity, find intrinsic motivation to complete your work. *Maintain focus on assigned tasks throughout entire shift and strive to complete everything assigned to you for that shift. *Minimize personal interruptions. *Give intentional focus to your task. If you see ways to improve the process, bring your suggestion to your direct supervisor. |
| Professional Development and Performance Evaluations | <ul style="list-style-type: none"> *Student staff are expected to: * Participate in professional development opportunities as they become available. *Receive regular oversight and feedback from your supervisor on your work with a good attitude and effort to improve. *Participate in yearly performance evaluations. Use this opportunity to practice goal setting and evaluating your own performance. *Student staff may be directed to complete certain segments of the “New World of Work” curriculum as part of a performance improvement plan. Motivated students may choose to complete the curriculum on their own. More information can be found in the Career & Life Planning office.. |
| Termination | <ul style="list-style-type: none"> *If you graduate or decide that you wish to terminate your position, please offer your supervisor at least two (2) weeks notice of your last day. *If requested, participate in an exit interview so your experience can help inform campus-wide success of the student staff program. *If appropriate, be sure to request a letter of recommendation or reference from your supervisor. This will help you in the next phase of your career search. |
| Concerns | <p>All concerns or questions regarding your position, co-workers or work related situations may be addressed by your direct supervisor or, if needed, you may also contact HR by emailing HR@jessup.edu.</p> |