

Student Staff Statement of Expectations

Expectations - Which outcomes are sought	Standards - Specific agreed upon standards to measure achievement of expectations
<p align="center">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 align="center">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>Day to Day Work</p>	<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.
<p>Professional Development and Performance Evaluations</p>	<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..
<p>Termination</p>	<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.
<p>Concerns</p>	<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>