



Utilizing Student Employees

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Overview

- Being Intentional with Student Staff
- Training and Development
- Mentorship
- Georgia Tech and UGA Student Staffing Approaches
- Discussion

Why Should We Be Intentional?

Environment of
Professionalism

Development of Student

Resourceful

Leadership Opportunities

From the Beginning

- Hiring
 - Where do we find our student employees?
- Setting expectations of job duties
- Helpful Resources
 - Student Assistant Manuals
 - Training Materials
 - Scripts & Run-throughs



Growth & Development of the Student

- Skills & Values Assessments
 - Strengths – balancing focusing on areas of natural talents AND meeting the needs of the office/position.
 - Clarifying values
- Acknowledging strengths and identifying areas of improvement
- Encourage leadership roles around campus. Nominating student for awards/scholarships or other opportunities to help build their resume and “toolbox”
- Helping students translate their work experience into resume lines

Mentorship Environment

- Building upon skills assessment and goal setting
- Providing structure to the job
 - Checking in with supervisor or group
 - Monthly meetings





What *can't* they do?

- UGA Student Employee Structure
 - **Student Assistant: (3-4)** clerical work, processing student organization reimbursement paperwork, special projects as assigned by full-time staff.
 - **World Leader: (40)** assist with the implementation of International Student Orientation, and the planning and implementation of Extended Orientation, and the Language Partner Program
 - **Senior World Leaders: (2)** assist/lead the planning of International Student Orientation, oversee their peer World Leaders and ensure that International Student Orientation, Extended Orientation, and LPP are successful.
 - **World Ambassador: (10)** assist with office outreach and presentations. Build relationships and community amongst student organizations in the office.
 - **Public Relations Intern: (2)** responsible for ISL's social media presence, ISL blog, weekly newsletter, and any special projects assigned by staff.



What *can't* they do?

- GT Student Employee Structure
 - **General ISSS Student Assistant:** clerical work, technology assistance and testing.
 - **ISSS Student Engagement Assistant:** assist with event planning, marketing, and social media outreach.
 - **ISSS Exchange Student Assistant:** assist with exchange student population that comes every Fall and Spring semesters. ~100 students each semester. Program planning, administrative assistance, communication plan.
 - **Check-in Assistants:** hire 15-20 assistants for August to assist with the immigration document check-in process.
 - **Check-in Student Leader:** hire 1 leader for summer into August who leads group of student workers. Special projects include New Student Guide, logistics of check-in (signage, branding, etc)



Small Group Discussion

- What does your office need?
- What resources would it take to implement new, or improve existing student employee positions?
- What could your office do to support growth and development of position(s)?