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University of Maine

Student *employment*

Happy Summer!

A Note from the Manager

We are so glad to see the sun again and while summer is in full swing, so is our office! We had a successful spring with our better-than-ever Student Employment Recognition Week. Thank you to everyone who was involved — we truly could not pull off the events we do without the support of the entire campus. Check out our website for photos of the week and links to all of our donors' and supporters' websites.

Also this past spring, in conjunction with the Office of Institutional Studies, the Office of Student Employment conducted a campus-wide survey of undergraduate students regarding work habits. Did you know, for example, that about 53% of students surveyed indicated that they work while in school? Stay tuned for a full report once our data analysis is complete.

We have a table at New Student Orientation again this year and are working tirelessly to become a one-stop-shop for students who want to work right at the beginning of their college career. *Please* let us know your employment needs for the upcoming semester so we can let our students know through our online job search. We want our students to have access to all of the information out there and the more students who know about your open jobs, the better the chances you'll find the perfect fit!

Speaking of our online job search . . . we are SO pleased to announce that we are transitioning to the new system, CareerLink, and expect to be live shortly! Please see the back of this newsletter for everything you need to know right now about the transition. The new system will allow students and employers much more flexibility with job postings and job searches and is the result of a merger between our online job search and the Career Center's online job search. We know you'll love it as much as we do!

Keep in touch — we love hearing from you!



Connie Smith
*Associate Director of
Student Financial Aid
Manager of Student Employment*

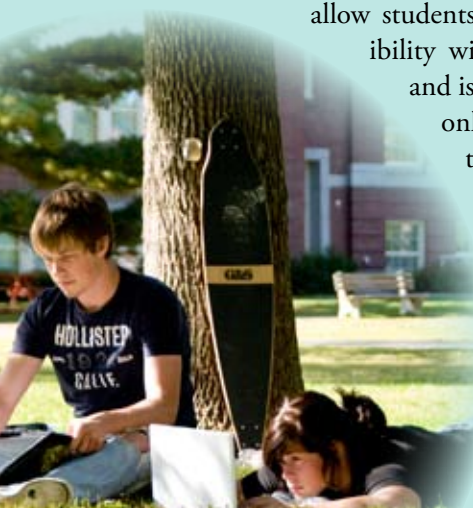
Fall Jobs!

Students are already calling us looking for work options for the Fall and with Summer Orientation underway, we'd love for you to let us know about any positions you may have available for the Fall! We'll post available jobs on our current online job search and move it over to the new service for you when we go live. The online job search is located at www.umaine.edu/studemp and is best viewed using Firefox or Safari as your internet browser.

NEW! **CHANGE FORM**
Payroll Processors — There is a new form coming! Changes to any Authorization Form will be made on a Change Form instead of the Authorization Form. We'll send you an e-mail shortly (in the next 2 weeks) with more info!

New Student Orientation

The Office of Student Employment table is located on the second floor of the CCA during New Student Orientation. The first weekend was a success — we met with students and parents and are looking forward to meeting more this weekend! If you have up-to-date information about student employment, please let us know and we'll spread the word! We truly want to be the go-to place for students who want to work but we can't do it without you — our employers!



Introducing...

THE NEW ONLINE JOB SEARCH! CAREERLINK

HOW WILL THIS BE BETTER FOR YOU, THE EMPLOYER?

- MORE RELIABLE SERVICE!
- MORE OPTIONS TO CUSTOMIZE JOB POSTINGS!
- A MORE PROFESSIONAL LOOK!
- MORE ACCESS FOR SUPERVISORS TO POST JOBS!

What you need to do now:
NOTHING!

We're in the process of inputting all of your employer and contact information from our current system and soon you will be receiving detailed information about the system itself — how to log in, how to post a job, how to enter information about your business, etc. But for now you don't need to do anything!

If you have jobs to post, you can do so in the same way you've always done in the past. After we enter all of your employer information, we'll begin transferring current job openings into the new system for you.

Wondering what will happen to all of your archived jobs? We'll hang on to them until the end of the Fall 2011 semester so if you need to repost a position, we'll have access to it until that time. Let us know the same way you always have if you want to reactivate an old position in your department and we'll pull the data into the new system for you! (Another benefit to the new system — you'll be able to repost jobs yourself!)

HOW WILL THIS BE BETTER FOR OUR STUDENTS?

- More search filter options
- One employment site to use throughout their UMaine career
- Students can apply for jobs directly through the system
- Access to career services as well as student employment services

We're here for you!

If the idea of a new online job search system is a bit overwhelming, let us reassure you that we are here to help every step of the way! We're working on an Employer Guide which you'll be able to download to your desktop for quick reference and as always, we're available to answer any questions you may have. We know you'll love the new system just as much as we do!

Community **Outreach Corner**

The Office of Student Employment, Office of Student Financial Aid and Office of Student Records recognizes the importance of giving back to our community. To that end, we've enacted a Jean's Day Friday policy! If you see employees in Wingate Hall wearing jeans on Fridays, it's for a good cause! Each employee has the opportunity to wear jeans on Fridays in exchange for a dollar donation to our charity pot. This year, we will be adopting a family during the holidays!