

# University of Maine

## In this newsletter:

- ▶ We Love this Time of Year!
- ▶ Change Form
- ▶ The Faces of Student Employment
- ▶ Did You Know?
- ▶ Employer Training
- ▶ Community Outreach

# Student *employment*

## Change Form

VS.

## Authorization Form

Have you already completed an Authorization for the current Academic Year for the student employee?

**NO**

Please complete an Authorization Form.

**YES** and now I have a change to:

- The student's pay rate;
- The Chartfield Combination;
- The student's position type (e.g., Regular to Work-Study); or
- The Free Match allocation for the student.

Please complete a Change Form.

Does the student have an additional position with your Department?

**YES**

Please complete an Authorization Form.

Is your student getting a new job title that replaces the old one?

**YES**

Please complete an Authorization Form.

## We Love this Time of Year!

### A Note from the Manager

While this time of year is certainly the busiest here at the Office of Student Employment, it is also our favorite time of year! We love seeing all the new faces and helping students start the year off by finding a job that is a perfect fit for them. We have kicked-off the year with an exciting merger — We have joined Career Center's online job search database, CareerLink! We love the new system and the feedback we have received has been overwhelmingly positive.

We will be featuring a Did You Know? section in each of our upcoming newsletters which will highlight an area of CareerLink you may not know about. We would love to hear what you think as well — Send us a note and tell us your impressions of the new system!

We have some new faces in our office and I would like to take some time on the back of this newsletter to introduce them to you. While three of our students are returning for their last year, we have *five* new students you will all soon become familiar with.

Our office is busy processing the incredible amount of Student Authorization forms we have received for the Academic Year — I think it is wonderful we can say that as a University we have so many jobs available for students!

Thank you for being a part of Student Employment at UMaine and have a wonderful semester!

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



# THE Faces OF STUDENT EMPLOYMENT

The Office of Student Employment has hired *five* new Student Administrative Aides on top of our three returning students. We thought it would be a good opportunity to introduce everyone!



Connie Smith  
Manager, Student Employment  
Associate Director, Financial Aid



Amy MacDougall  
Administrative Assistant II



Kate McPherson  
Graduate Assistant  
MBA Candidate



Christina Belknap  
Student Administrative Assistant V  
Psychology Major  
Theatre Major



Amber Pelletier  
Student Administrative Assistant IV  
Social Work Major



Katelyn Mallett  
Student Administrative Assistant III  
Psychology Major



Brittany Murphy  
Student Administrative Assistant III  
Undeclared Major



Allison Hoyt  
Student Administrative Assistant III  
Undeclared Major



Aubrie Howard  
Student Administrative Assistant III  
Undeclared Major



Chelsea O'Meara  
Student Administrative Assistant III  
Communication Sci. & Disorders Major

**CareerLink is up and running! If you would like to post available jobs online and do not have access to CareerLink yet, call our office at (207) 581-1349 to get set up!**

## CareerLink Did You Know?

Once you fill your open position, you can deactivate the job in CareerLink but still have access to it to re-post at a later date. It's as easy as 1, 2, 3!

1. Log into CareerLink.
2. Click on View Job Postings under the Shortcuts menu.
3. Click the Deactivate button on the job you wish to deactivate.

Your job will be moved to the Archived Jobs Tab and you will be able to re-post it at any time.

## Employer Training

Our Employer Training sessions are now online and mandatory if you hire students at UMaine. If you are a Payroll Processor for Student Employment and have not yet completed the Annual Online Employer Training session, please do so at <http://umaine.edu/studemp/student-employment-employer-training/>



**It's never too early to start thinking about Student Employment Recognition Week!**  
What will you do to *celebrate* this year?

## Outreach Corner

*Community*

The Office of Student Employment, Office of Student Financial Aid and Office of Student Records recognize 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.