A Note from the Manager

While we’re sad to see the majority of students leave for the summer, we are always happy to see the sun and warm weather!

Our annual Student Employment Recognition Week was a huge success. We were pleased that so many student employees were able to participate in our various events throughout the week. Along with the great prizes students won, many student employees and their supervisors were recognized for their efforts at the annual Student Employment banquet. Congratulations to Rachel Joyce (Undergraduate Student Employee of the Year), Sarah Snow (Graduate Student Employee of the Year), and Jennifer Lund (Student Supervisor of the Year). We are pleased to note that Rachel Joyce was recognized at the state level as well. I’d like to extend a sincere “thank you” to President Ferguson and Dr. Dana for presenting at our banquet and for helping recognize all of our student employees and the importance of student employment at UMaine. For more on the 2012 Student Employment Recognition Week, please visit us at: www.umaine.edu/studemp.

We recently staffed a table at New Student Orientation and were excited to see so many students interested in learning about student employment — we spoke to over 300 visitors a day both weekends of orientation! Now is definitely the time to post available jobs on CareerLink — students will begin to have access to the database the second week of July, and we have encouraged new students to apply as soon as they find something that interests them.

Enjoy the rest of the summer!

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

Post Your Jobs On CareerLink!

We had an overwhelming response at New Student Orientation from incoming students hoping to work this fall semester. We spoke to over 300 visitors per day at New Student Orientation, all very interested in working on campus. These students now have access to CareerLink — it’s time to start thinking about your employment needs for the fall! Whether your position requires Federal Work-Study or not, we can safely say this year’s incoming students are eager to work during their time at UMaine!

Update: Information Security Awareness Training

Beginning this summer, all student employees are required to complete Information Security Awareness Training as part of the hiring process. This training was developed by the University of Maine System’s Office of Information Security to raise awareness about information security threats, regulatory requirements, and information security best practices. All employees are required to complete this training annually and pass an exit quiz with a score of 70% or better. All student employees and payroll processors have been contacted via email with instructions to complete this mandatory training. It is important that students complete their training as soon as possible. If the training is incomplete two weeks after the start of their employment, our office will contact the department and ask that the student stop working until the training is completed.

The Information Security Awareness Training should appear in students’ Blackboard courses. A student with questions about accessing Blackboard should contact Information Technologies at (207) 581-2506 or email “Help Center” on FirstClass.

Please contact the Office of Student Employment with any questions or concerns regarding this new training. We are here to help!
Summer Staff!
We have hired two new Student Administrative Aides and have one continuing on from the academic year. We also have hired a new Graduate Assistant. We thought this would be a good opportunity to introduce everyone!

Connie Smith
Manager

Amy MacDougall
Administrative Assistant II

Elizabeth Maliga
Graduate Assistant

Aina Crouch
Student Administrative Aide

Paige Findlen
Student Administrative Aide

Katelyn Mallett
Student Administrative Aide

New Student Orientation
For UMaine's 2012 Summer Orientation, the Office of Student Employment set up shop on the second floor of the Collins Center. Our employees spoke to a daily total of over 300 students, parents, and visitors about working while attending school. Here are some of the most frequently asked questions we answered:

Q: How do I find a job?

A: Students at UMaine are responsible for locating an appropriate job, applying, and interviewing with the hiring department. Student Employment has resources to help students locate a job on or off campus. One resource is a database called CareerLink, where you, the employer, can post your jobs. Many campus jobs are listed on CareerLink, but employers are not required to list with us. If a student has an interest in working for a particular department on campus, we encourage them to contact that department directly to see what opportunities might be available.

Q: When should I start looking for a job?

A: We encourage students to begin their search early. Incoming first-year students with activated FirstClass accounts have already received an email with CareerLink login instructions. Once a student has successfully logged into CareerLink, it can be used as a resource to begin a job search.

Q: I have specific skills or training (such as lifeguard certification) and I would like to do a specific type of work when I get to campus. How do I find the work I want to do?

A: CareerLink is an excellent place to start your job search, but if you are not finding the kind of work you want, be proactive! Seek out the places that hire people with your skill set and ask if they are hiring. Our staff can help suggest places to inquire.

Q: Can I use Student Employment as a resource if I am not looking for a Federal Work-Study job?

A: As long as you are enrolled at least half-time (six credits for undergraduates, three for graduate students), you can use Student Employment as a resource to find work. Some on-campus employers hire non-work-study employees. We also have off-campus listings.

New Training for Student Employees
As promised, the Office of Student Employment and the Office of Equal Opportunity are nearly finished creating a web-based training program for all new student employees.

Our hope is that this training will help supervisors and payroll processors familiarize students with the basics of working on campus, including:

- Required paperwork
- Employment policies
- Student employee rights and responsibilities

At the end of the training, there will be a brief quiz. This training will be a part of the hiring process, similar to the campus safety training, though students will only need to complete this training once as a UMaine student employee.

CareerLink: Fun Fact!
During May 2012, we had 1,163 students use CareerLink. This is impressive, as most students leave the area for the summer.