

STUDENT WORKER TRAINING GUIDE

(Federal Work Study & UIU Funded Employment)



CAREER DEVELOPMENT

EDUCATION BUILT FOR LIFE

Employment while attending Upper Iowa University will be a great addition to your resume and help you demonstrate skills developed to prepare you for future employment in your respective careers while continuing to build a solid foundation for lifelong learning.

Adapted from Lee College's Student Worker Training Guide

PREPARING FOR SUCCESS

Start your job off right!

- Be punctual and dependable. Report to work on time and work your scheduled hours.
- Inform your supervisor in advance if you will be late or absent and make up the time missed.
- Keep track of your time and clock in and out accurately for proper documentation.
- Maintain confidentiality at all times.
- Work hard, perform duties to the best of your ability, and ask questions when you do not understand or are unsure of something.
- Follow department and University policy and guidelines at all times.
- Wear clothing that is appropriate for your department and work. Upper Iowa University follows a business casual dress code policy; however, some departments will have a more relaxed dress code than others. If you are unsure of the dress code policy, ask your supervisor.
- Take your job seriously and display a positive attitude and professional, friendly demeanor when interacting with others.

What will you gain?

- Gain work-related experience that employers value.
- Develop and enhance your career readiness and transferrable skills such as communication, teamwork, time management, decision making, customer service, professionalism, critical thinking, technology, etc.
- Learn to balance multiple roles and responsibilities and take on new challenges.
- Meet and work with professionals, build your network, and expand your resume.
- Involvement on campus and in the community.

Gain a Competitive Edge

Skills & Values Employers Want

- Written/Verbal Communication
- Teamwork
- Analytical Skills
- Interpersonal Skills
- Computer Skills
- Organization Skills
- Self Confidence
- Honesty & Integrity
- Strong Work Ethic
- Flexibility & Adaptability
- Motivation & Initiative
- Detail Oriented
- Leadership Skills
- Creativity

BE IN THE KNOW!

Duties and responsibilities will vary by position, but the following is a list of general expectations for ALL student employees.

Eligibility

Federal Work Study (FWS) positions are only eligible to those students who qualify for FWS in their Financial Aid package and applies to United States citizens only. If you are unsure of your eligibility, contact the Financial Aid Office. UIU Funded positions are available for students, including international, who do not qualify for FWS. On the Handshake job portal, these positions are represented as either having FWS or UIU Funded in the job title to be clear on who is eligible to apply for a role.

Work Schedule/Hours

Work schedules and authorized weekly hours are determined each session or semester. You will be allowed to work a specified number of hours weekly according to your FWS or UIU Funded contract. You are not allowed to exceed the number of hours specified in your employment contract and you are not allowed to work during the times you are scheduled to be in class.

Attendance & Absences

If a situation arises that causes you to be absent, late for work, or requires you to leave work early, please notify your supervisor as soon as possible. Depending on your supervisor and the department you work in, you may be allowed to make up the time you missed or adjust your schedule accordingly.

Dress Code

Upper Iowa University has a business casual dress code policy and each office/department is responsible for establishing dress standards appropriate for their respected areas. Some areas may have a more relaxed dress code based on the nature of their work. You are expected to comply with such requirements and any questions should be directed to your supervisor.

Exams

Supervisors are very cognizant that your studies and academics come first. If your work schedule needs adjusted to accommodate for midterms, finals, and other exams or study time, please coordinate that with your supervisor in advance if you are able.

Pay Periods

Students are expected to clock in and out as instructed by their supervisor in order to be paid accurately and in a timely manner. Failure to clock in and out each shift may result in not getting paid or inaccuracies in your pay. Paychecks are direct deposited monthly and you must fill out the direct deposit form with Human Resources during the hiring process.

LEVERAGE YOUR STUDENT EMPLOYMENT OPPORTUNITY

Highlight these experiences on your resume! Visit Career Development on the 2nd floor of the Student Center for help translating your accomplishments from your employment to your resume. When putting any employment experience on your resume, think about what skills have been obtained, what accomplishments have been achieved, and how did I make an impact in my role and within the department.

The Office of Career Development's goal is to help you keep moving in the right direction toward a successful future. Your career journey is a work in progress and often involves change and flexibility. The Office of Career Development will assist you in a variety of career services, which are complimentary to current students and alumni.

Our mission is to provide student-centered career-related assistance and programs through flexible and multiple delivery systems including but not limited to:

- General Career Guidance
- Resume/Cover Letter Review
- Interview Preparation/Mock Interviews
- Graduate School Assistance
- Choosing A Major
- Internship/Job Search Assistance
- Professional Networking/Branding
- Alumni Connections/Outreach

Career Development Appointments

Students can schedule an appointment to discuss any and all career exploration options, job search preparation, making the transition to the workplace, and everything else in between. Contact careers@uiu.edu or visit Career Development on the 2nd floor of the Student Center.

Handshake

Our online job board provides students and alumni with part-time, full-time, on-campus jobs, or internship opportunities as well as virtual career fairs and other virtual employer events, documents and resources, and appointment scheduling with a career development staff member. All students have access to activate their account upon the start of classes. Use the blue SSO button when activating your account for easy log in and navigation. Download the Handshake app on your phone to gain quick access to available opportunities. Visit <https://uiu.joinhandshake.com/login> to get started.

Workshops & Events

Virtual and in-person workshops are hosted by Career Development throughout the year to help students improve their career exploration, employability, and career readiness skills. An in-person and virtual/recorded option is offered for each workshop topic. The Fall Internship & Career Fair is held on the Fayette Campus and a Spring Virtual Internship & Career Fair is held through Handshake, both annual events.

Questions?

Contact Career Development at careers@uiu.edu, 563-425-5229, or visit 2nd Floor of the Student Center between the hours of 8am – 5pm Monday through Thursday or 8am – 3pm on Fridays.