

CAREERS START HERE

STUDENT EMPLOYMENT NEWSLETTER

April 2024 Edition

In this issue:

1. Timely Reminders: End of Year Dates
2. Student Employment News: Register for April SEP Quarterly Meeting
3. Tip of the Month: Student Employee Appreciation Week - April 8-12
4. For Your Students: Lagniappe Internship Fund & Study in the Center

Timely Reminders

End of Year Dates:

May 13, 2024 – Students can begin working up to 40 hours per week. If student employees are enrolled in summer sessions, their hours will need to be adjusted for the weeks they are in session.

May 17, 2024 – Commencement

- Last day that graduating seniors can work.
- Last day that students can work on 2023/2024 President's Student Aid or Federal Work Study.
 - If your student employee will continue working over the summer on department funds, the job profile should be changed to "Student-LSU" and the compensation end date will need to be removed.

Non-LSU Student Employees Working Over the Summer:

Last year we updated the student employee procedure regarding non-LSU students during semester breaks. The update was made so that a student would be allowed to be a student employee if they have the status of a student in the previous semester and upcoming semester. For example, if you have a student employee who is graduating in May but will be continuing Graduate School in the Fall at LSU or another university – they are allowed to continue being a student employee over the summer.

Please see the attached document for more information about the procedures for these students, what profile to use, and specific examples.

2024 Student Employee of the Year Reception:

Thank you all for nominating your students for Student Employee of the Year. We had a record of 64 nominees this year! We will celebrate the nominees at a reception on Tuesday, April 9, 2024 at 3:30

p.m. at the Lod Cook Alumni Center. The recipients of SEOTY Purple Award and SEOTY Gold Award will be announced at the reception and the two award recipients will receive a \$500 scholarship!

Student Employment News

SEP Quarterly Meeting: April 17, 2024, 9:30 am – 10:30 am

Please register to attend the April SEP Quarterly Meeting – [REGISTER HERE](#)

- April 17, 2024
9:30 – 10:30 am
Capital Chamber Room 329, LSU Student Union

Agenda:

- Office of Human Resource Management
 - Workday and HRM Helpful Tools & Tips
- End of the Year Updates & Reminders

SEP Quarterly Meetings:

Save the dates for our upcoming 2024 meetings. Calendar invites along with more information to come!

- July 17, 2024 – 9:30 am
- October 16, 2024 – 9:30 am

Tip of the Month

Student Employee Appreciation Week: April 8 – 12, 2024

Take the opportunity during Student Employee Appreciation Week to show your students that they are valued! Below are a few ideas of ways to show your appreciation:

- Certificate of Appreciation
- Decorate your student's door or work space
- Take them out to lunch or provide lunch
- Provide snacks or other small treats
- Ask staff members to contribute to a goodie bag or care package
- Handwritten thank you note
- Post on your department's social media to recognize your student employees
- Make all staff aware of Student Employee Appreciation Week so they can give thanks and shout outs during the week
- Appreciation Sign for each student that all staff write words of thanks or appreciation

*Please note, all purchases related to Student Employee Appreciation must follow LSU purchasing guidelines.

[Check out our toolkit with examples and templates!](#)

Featured Workday Report:

“View All Positions” Report

The View All Positions report provides information for position management Supervisory Organizations only. User may include open, frozen, and filled Positions as well as specify an effective date to include Positions available in the future. Closed Positions are not available.

For Your Students

Lagniappe Internship Fund:

The campus-wide Lagniappe Internship Fund aims to reduce financial barriers LSU students may face when presented with out of state or unpaid internships. No student should pass up a career opportunity because of living expenses, travel, or unpaid opportunities.

Encourage your students to apply! The application period will run between March 11 – April 29, 2024.

[Click here to learn more and apply for the Lagniappe Internship Fund.](#)

Study in the Center:

Students can reserve a free study room in the OCC Recruitment Center to study for finals. The Recruitment Center is located on the second floor of the union (258 Student Union). It will be open Monday – Friday (8 am – 4 pm) during the concentrated study period and finals (April 29 – May 10). [Students can reserve a room on our website](#) or drop-in.

[Find previous monthly newsletters on our website!](#)

Thank you,

Office of Student Employment

LSU Olinde Career Center
Louisiana State University
158 LSU Student Union, Baton Rouge, LA 70803
office 225-578-2162 | fax 225-578-8927
stuemployment@lsu.edu | lsu.edu | lsu.edu/careercenter