

To: Student Employment CWT  
 From: Chuck Lepper  
 CC: Jeff Aird

Date: June 22nd, 2022

**Re: Strategy #3, Expand Student Employment on Campus**

Thank you for your efforts to advance this strategy. Your 2021-22 strategy report contained a review of the strategy’s background, how your team approached the strategy, challenges encountered, and recommendations for continuing the work.

Key accomplishments this academic year include:

1. Increased all PT (Part-Time) student positions from \$12.00 to \$14.00.
2. Created a label in Handshake to market Bilingual + preferred student roles.
3. Required Bilingual + on all Campus Internship Postings in Handshake.
4. Developed and implemented a marketing and training campaign on Handshake. for faculty and staff to market on campus student opportunities.
5. Moved all PARS student positions into Handshake.
6. Created fillable PDFS and online resources for work-study.
7. Implemented an inaugural summer student employment job fair (July 2022).

I have reviewed the recommendations from the strategy report and provided a response to each in the table below.

Priorities	VP Support	Response
1. Set aside private funding for undocumented and international students for student employment and research whether undocumented students can receive stipends or fellowships as a form of employment.	VP Lepper	Support – needs to work with appropriate areas of colleges for implementation. Begin work in 2022-23 (see below timeline)
2. Prioritize funding for an Assistant Director of Career Readiness and Student employment. This person oversees all student employment and career education curriculum.	VP Lepper	Support – IBP 2023-24 requests
3. Continue to move work-study over to career services (not the HR or awarding piece) to better place students in positions and market work-	VP Lepper	Support – This is in progress. Will be completed by August 15 <sup>th</sup> .

study (including the experiential sites), work-study, and experiential sites.		
4. Prioritize student employment on the website and create a landing page/ marketing materials for all student employment options.	VP Lepper	Support – Work with VP McFarlane and IMC.
5. Continue to train staff and faculty on Handshake, work-study, and experiential sites.	VP Lepper	Support – See Below

## Charge for 2022-23

After reviewing this year's strategy/CWT charge (found on the [CPC SharePoint site](#)), and the recommendations from your year-end report, I have determined the charge for next year will include the following elements:

- Implement training for staff and faculty on Handshake and work-study, and experiential site options.
- Continue to work with Financial Aid to increase work study positions and placements by at least 50%
- In conjunction with Institutional Marketing, develop a student employment landing page and re-direct students on the SLCC website to Career Services for student employment.
- Collaborate with AVP Martin to educate and finalize stipend or fellowship options for undocumented and international students.

You will be asked to present updates on your progress at the College Planning Council, Senior Leadership Team, and/or Executive Cabinet. At the conclusion of the year, please prepare a short, written report on the work accomplished and recommendations for the next academic year. This report will be submitted to the executive sponsor and Vice President Aird by June 1, 2023.

## Implementation Action Plan

Proposed Action (charge element)	Deliverable	Due By (date)	Assigned to (Person)
Create Student Employment landing page and direct all student employment to Career Service's website.	Single landing page for student employment/CIP/Work-Study Information	December 2022	Ella Aho Brandee Burt Cindy Barela Cassie White
Train staff and faculty on Handshake and work-study, and experiential site options	Single posting/hiring system for student employemet/CIP/Work-Study	April 1st, 2023	Ella Aho Devon Darland Cristi Millard

Collaborate with HR on funding and structure of payment for international students and undocumented students	Remove barriers that prevent inclusive hiring/participation	April 1st, 2023	Ella Aho VP Martin/HR Brenda Santoyo
Increase work-study placement and experiential sites by 50%	Increased student participation/retention – effective use of federal work-study dollars	April 1st, 2023	Ella Aho VP Lepper Brenda Santoyo
Hire an Assistant Director of Career Readiness	Improved college-wide coordination of student employment/opportunities	July 1st, 2023	Ella Aho VP Lepper