

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

Date: June 22nd, 2022

Re: Strategy #3, Expand Student Employment on Campus

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 employment/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