



Job Placement Center

# **CAMPUS STUDENT WORKER PROGRAM**



# TABLE OF CONTENTS

General Information

Mission Statement

JPC Outcomes

Purpose/Goal

Funding

Student Employees

- Program Benefits
- Job Boards
- College Central Network
- Eligibility Requirements
- Procedures
- Responsibilities
- Classifications
- Interview Checklist
- Orientation Workshops

Campus Employers

- Responsibilities
- Request Process
- Interview Questions
- Hiring Process
- Orientation
- Evaluation
- Termination Process

Closing Statement

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## **Mission Statement**

“The mission of the Job Placement Center is to provide continuous and comprehensive assistance to students and members of the community. Opportunities are offered to secure gainful employment and to ensure the realization of educational and professional goals.”

## **JPC Operational Outcome**

Provide opportunities for students to achieve a successful job search

## **JPC Program Outcome**

Help students prepare for the world of work

## **Purpose/Goal**

“The purpose of the Job Placement Center in the Campus Student Worker Program is to act as the liaison between the student worker and the campus employer to reach the goal of placing student workers in positions where both the student and the employer will most benefit.”

## **Funding**

The Student Worker Program is financed through the district budget, categorical funds from various grants or state directed funds and through work-study programs funded through the state and federal government and administered through the college.

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## **Why Become a Student Worker?**

Obtaining and successfully fulfilling the requirements of a student worker position has a variety of benefits to the student. The obvious short-term benefit, of course, is the financial help of a paid position. Working on campus may provide a more flexible schedule than an off-campus job. It also affords students the chance to be more involved in campus activities as well as the opportunity to build on-campus relationships with a wider group of people including faculty, staff and administration.

There are also long-term benefits of being a student worker. When a student is assigned to a job that matches well his/her interests and area of study the work experience is a good additional tool for learning, offering a more practical hands-on approach than a classroom might. In addition, a student worker job provides work history that can be listed on a student's resume when looking for full-time work after graduation. Such information on a resume is important not only for the work itself, but indicates to a potential employer experience dealing within a structured work environment—having regular hours and working as a team member—therefore being better prepared for the “real” job market.

## **Job Placement Center: JOB BOARDS**

You've decided to look for a student worker job? The Job Placement Center maintains several job opportunity boards located in or near the Job Placement Center. These boards list job vacancies for both on-campus and off-campus positions. The job list in the hallway adjacent to the Job Placement Center is updated several times a week. The information provided on the job opportunity boards is condensed. A corresponding job vacancy list is also available at the reception desk within the Job Placement Center.

For more detailed and specific information regarding the vacancies, you must visit the Job Placement Center and meet personally with a staff member.

## **College Central Network: CCN**

Job Placement Center (JPC) requires all students who want to work on campus or are using JPC for job search off campus, to register in College Central Network, our Web-based management system for job seekers and employers. In addition, all on-campus employers must post their jobs in CCN. All students need to have these requirements: an approved resume, cover letter, and list of work availability. The job-seeker needs to state and maintain a 2.0 GPA, enrollment data, and any specific funding. JPC-approved off-campus employers can review online applicants to determine their qualifications or crossover skills of interest before extending an invitation to interview.

### **On-Campus Student Assistant Eligibility Requirements**

1. Only currently enrolled AVC students may work on campus.
2. In order to be eligible for employment as a student assistant with no work study funding, a student must:
  - a. for the fall and spring semesters, be enrolled in at least six units.
  - b. maintain satisfactory academic progress (2.0 GPA) and complete the required enrollment.
3. In order to be eligible for employment as a Federal Work Study (FWS) student assistant, one must:
  - a. be eligible for financial aid.
  - b. be enrolled in at least six units.
  - c. maintain satisfactory academic progress (2.0 GPA).
4. A California Work Opportunity and Responsibility to Kids (CalWORKs) work study participant must meet program requirements, which are approved by the CalWORKs office on campus.
5. If the student is under 17 years of age, a work permit must be obtained from the attended high school in order to work on campus.  
Exception: If student has a high school proficiency test, diploma or GED, he/she may work without a work permit.
6. Any person who has been convicted of a felony may be precluded from working on campus.
7. A LiveScan will be required for all student workers.
8. Determination of employment eligibility will be made by Human Resources.

## **Procedure to Obtain an On-Campus Student Worker Position**

A student seeking a student worker position must submit a completed application packet with the Job Placement Center located in the Student Services Building, Room SSV 171. However, before a student's application for on-campus employment can be activated, the student must meet the requirements under the policy and procedures regarding eligibility. The Job Placement Center staff will then attempt to match a student's academic background and previous work history with corresponding departmental vacancies. This information is then forwarded to the individual student worker supervisors so they may review qualifications and make a final decision regarding the employment of the student worker. The actual decision to hire a student is not made by the Job Placement Center; the supervisor in charge of the specific work site makes the final decision. The Job Placement Center will, however, assist both the student applicant and the supervisor in making certain that all established guidelines and procedures are followed according to policy during the hiring process and after the hiring process.

## **Student Worker Responsibilities**

1. Report to work on time.
2. Notify supervisor in advance of any foreseen delays in reporting to work.
3. Refrain from conducting personal business during working hours.
4. Report accurately the number of hours worked on all time sheets.
5. Take your job seriously and perform at the highest level of your ability.
6. Exercise responsibility and ethical behavior when using the college's computing facilities and equipment.
7. Act in a professional manner concerning confidentiality of student records and other office or work site business.
8. Use professional courtesy by giving your supervisor two weeks' written notice prior to quitting or resigning your position as a student worker.
9. Although the college has no specific dress code, student employees are expected to dress neatly and appropriately according to the work site environment. Discuss any questions regarding attire with your supervisor.

10. Proper telephone usage is extremely important. Consider the following methods of developing consistent telephone etiquette:



- Learn how to use the phone. If you have questions, ask your supervisor for help. Don't try to answer the phones until you have been properly trained.
- Always identify yourself. Give your name and department when you answer or place a call.
- Each call is important. Use courtesy and be a good listener.
- Your voice creates an image. Use a pleasing tone of voice and speak clearly into the receiver.

- Take complete messages: Note the caller, area code and phone number, date and time, the message itself and sign your name. Always keep pads and pencils by the telephone.
- When you put someone on hold, explain what you are doing and check back frequently. If you know that it will be long, offer to take a message.
- Plan what you intend to say before you place a call.
- When transferring a call, please tell the caller that you are transferring the call and provide a brief explanation before transferring.

11. Always maintain high standards of behavior that will reflect well on both you as an individual and the college as a whole.

12. Complete assigned duties promptly and with quality.

13. Abide by the rules and regulations of the college and the office or department in which you work.

### **Student Worker Classifications**

There are four levels of job classification in the student worker program. They are defined by the nature of the task and whether it requires any specialized training to perform. A wage scale is attached to the classifications, Class I being minimum wage, with a \$.50 increase for each level through Class III. Class IV is applied to special assignments, may have one set amount for the project and must be approved by a dean or vice president.



## Student Worker Interview

If you qualify for the student worker program, the Job Placement Center will evaluate your application and, upon your approval, direct you to prospective on-campus employers where you may be interviewed for the open position. These prospective employers will have expectations for the candidate who will successfully meet the requirements of the position. It is your responsibility to be aware of these expectations and to demonstrate to the employer how you meet the expectations by the way in which you respond to interview questions.

The following checklist may be helpful:

### Expectation #1: APPEARANCE

***“Do you look like the right person for the job?”***

- ☐ Presence: Dress, grooming and hygiene
- ☐ Attitude: Confident and courteous
- ☐ Non-verbal communication: Neat, complete and accurate
- ☐ Verbal communication: Clear, correct and enthusiastic

### Expectation #2: DEPENDABILITY

***“Can you be counted on to do the job?”***

- ☐ Attendance
- ☐ Punctuality
- ☐ Reliability

### Expectation #3: SKILLS

***“What can you do that relates to the job you want?”***

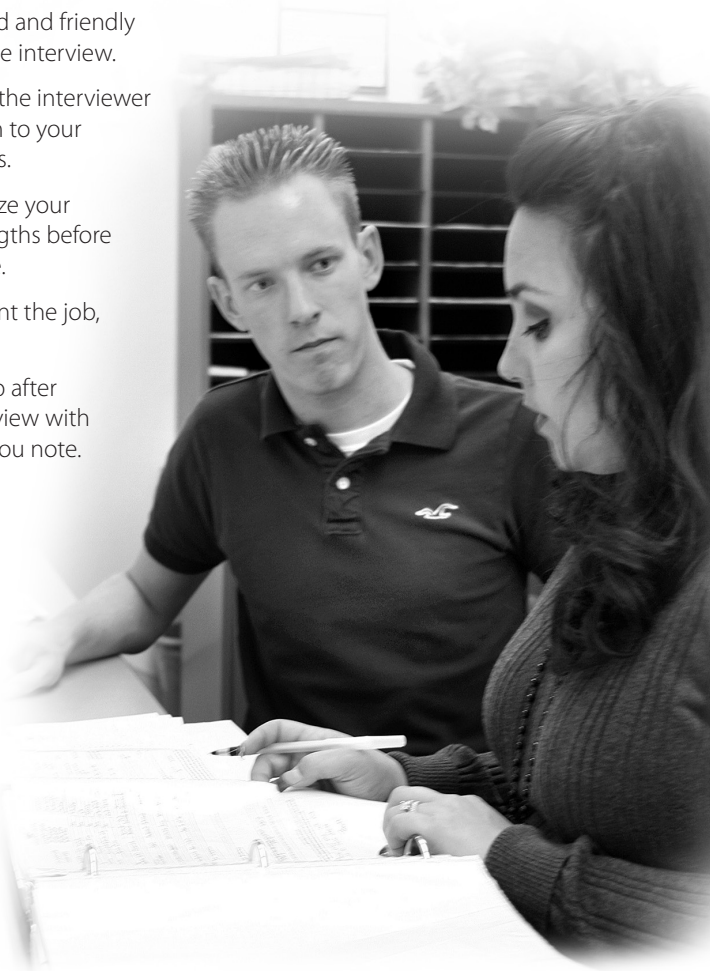
- ☐ Job-related skills
- ☐ Transferable skills
- ☐ Self-management skills

### Tips for a successful interview

- Arrive a few minutes early.
- Check your dress and grooming in a mirror before you arrive.
- Be friendly and professional with the receptionist.
- Emphasize your best skills and experiences for the job, and give examples to support them.

## More tips for a successful interview

- Practice answering difficult questions.
- Answer the question “Why should I hire you?” even if it is not asked.
- Be relaxed and friendly during the interview.
- Listen to the interviewer and listen to your responses.
- Summarize your key strengths before you leave.
- If you want the job, say so.
- Follow up after the interview with a thank-you note.



## Student Worker Orientation Workshop

It is required that each student who obtains on-campus employment attend a student worker orientation workshop. The orientation workshop is designed to familiarize the student with various important and related responsibilities, procedures, guidelines, policies and expectations that accompany on-campus student employment at Antelope Valley College.

## **Student Worker Supervisor Responsibilities**

The role of the supervisor is vital to the success of any student worker program, and in order to be effective the supervisor must perform a wide range of activities.

As a supervisor, you are responsible for the development of the work environment. This process begins when you interview and select student workers with the skills and attributes necessary to support the operations of your department. You must communicate departmental goals, provide job descriptions, organize assignments and establish expectations for your students. You will also be responsible for training, motivating, communicating with, guiding, evaluating and relating to the students you hire.

You should serve as a model for the development of good work habits, such as punctuality, dependability, cooperation, honesty and efficiency.

A supervisor's primary responsibility is providing student employees with adequate guidance, training and support. You are responsible for the work that your student employees do. Many students have a great deal of potential but very little work experience. Your patience and support can help them develop that potential and become a valuable asset to the department as they gain important work experience.

Although it may be difficult to establish a formal training program for student employees, good personnel practices requires that every new student worker or regular employee be oriented to the organization of the specific workplace and be trained to perform necessary tasks.

If you supervise student workers at Antelope Valley College you have the following responsibilities:

1. Submit a complete job description of responsibilities and duties for each student work position to the Job Placement Center.
2. Inform the student of his/her role in the department and standards of behavior expected from all employees.
3. Assist the student in developing skills and procedures necessary to perform assigned tasks.
4. Provide a workspace that is safe and free from hazards.
5. Keep communication lines open, clear and constructive.
6. Set a good example.
7. Treat student employees according to their rights, which are the same as all employees, as defined by applicable college, state and federal regulations.
8. Work with your student employees to establish regular work schedules, making it clear that you expect them to follow these schedules.

9. Give a student's academic progress priority by allowing flexibility in scheduling during exam times.
10. Verify the accuracy of your student worker's time sheets before signing them. The person who signs as supervisor confirms the hours worked as they appear on the time sheet. Time sheets become official records open to audit by the federal government and supervisors are accountable for the accuracy of the records.
11. If termination of a student employee becomes necessary prior to the end of the assignment, you must complete the student worker termination form and return it to the Job Placement Center for processing.
12. **Student workers must be supervised!**

### **Requesting a Student Worker**

Any prospective student worker supervisor with a job opening and requesting the assignment of a student worker, must register your job in College Central Network (CCN) or complete an On Campus Job Specification Form and submit it to the Job Placement Center.

### **Interviewing a Prospective Student Worker**

Once the Job Specification Form has been evaluated by the Job Placement Center, prospective student worker candidates will be directed to the requesting department. It is the prospective supervisor's responsibility to review the applications, arrange interviews and evaluate these student worker candidates.

Topics to be discussed at the interview include:

1. Regular work schedules and variation in work schedules during holidays and examination periods.
2. Procedure for recording hours worked and review of time sheet.
3. Paydays and paycheck distribution.
4. Responsibilities toward college facilities and equipment.
5. Performance standards.
6. Safety and health practices.
7. Security procedures.
8. Acquaintance with supervising and administrative personnel.

### **Hiring a Student Worker**

Once a prospective student worker supervisor has selected a candidate for hire, the supervisor must complete a Student Employment Request Form (SERF) and submit it to the Job Placement Center prior to the first scheduled day of work. Please keep in mind that the student must complete a "Hire Package," a LiveScan, and possibly a TB test, prior to beginning work. Job Placement will notify you when you can have the new student worker begin.

## **Department/Division Orientation**

When discussing supervision, it is important to provide answers to the following questions:

1. Who is the student worker's immediate supervisor?
2. Who is the next supervisor in the chain of command?
3. To whom should the student direct questions or problems?
4. Who should be contacted in case of absence or change in work schedule?
5. How is safety maintained?
6. What is the importance of the Federal and State Poster information?
7. How does the district manage a work injury?

## **Evaluating a Student Worker**

It is the responsibility of the student worker supervisor to evaluate each student employee one time per semester and forward the evaluation to the Job Placement Center.

## **Terminating a Student Worker**

If termination of a student employee becomes necessary, it is the responsibility of the student worker supervisor to complete the student worker termination form and return it to the Job Placement Center for processing. The affected student worker should be informed of the action at the time the form is submitted.

A student can be terminated at any time during the semester for any of the following reasons:

- Three consecutive days absent and no contact with designated staff
- Chronic absenteeism—absent more than three times without prior authorization of designated staff
- Chronic tardiness—tardy more than three times without prior authorization of designated staff
- Misuse of college time including doing homework and conducting personal business while on the job
- Misuse of college supplies/equipment
- Falsification of any document—including time sheets
- Failure to maintain student confidentiality
- Enrollment and/or GPA drops below the minimum required by department (or below six units and a 2.0 GPA)
- Insubordination to staff
- Inappropriate language or behavior
- Use of cell phone and/or department telephones for personal use—except in the case of an emergency
- Downsizing of staff—lack of work for the student worker

## **Student Work Program is a Team Effort**

The on-campus student work program is an important part of campus life providing many benefits to both the student worker and the campus employer. When everyone involved works together in an environment of mutual respect, the program is sure to flourish.

Schedule Your Work and Your Classes

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

Notes



*"Whenever it is in any way possible, every boy and girl should choose as his life work some occupation which he should like to do anyhow, even if he did not need the money."*

— William Lyon Phelps



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