

Statement of Understanding of the Family Educational Rights and Privacy Act

I understand that by virtue of my employment in the _____ Office at East Central University in Ada, Oklahoma, I will have access to records which contain individually identifiable information, the disclosure of which is prohibited by the Family Education Rights and Privacy Act of 1974. I acknowledge that I fully understand that the intentional disclosure by me of the information to any unauthorized person, could subject me to criminal and civil penalties imposed by law. I further acknowledge that such willful and unauthorized disclosure also violates East Central University policy and could constitute just cause for disciplinary actions including termination of my employment regardless of whether criminal or civil penalties are imposed.

Student Employee's Signature

Date

Supervisor

Date

JOB DESCRIPTION

Have a student employee job description in place. Example below)

JOB TITLE: Student Worker

DEPARTMENT:

Minimum Qualifications:

Student must be enrolled at East Central University halftime, a minimum of six (6) credit hours for an undergraduate and four (4) credit hours for a graduate during the Fall and Spring semesters. 3 hours undergraduate and 2 hours graduate for the Summer semester. Student must qualify for work study through the Financial Aid program. She/he should be dependable, punctual, have good communication skills, good telephone etiquette, and excellent filing skills. She/he is also expected to be neat in appearance, be able to understand and follow instructions, and have a pleasant attitude.

Preferred Qualifications/Skills:

Computer literate, word and excel software knowledge needed, experience in using office equipment (ie: computer, phone, fax, copier, shredder), plus good time management and customer service skills.

General Area of Responsibility:

Filing, pulling files, answering the telephone, handling mail (sending and retrieving), assist the supervisor, running errands, and maintaining a clean work area.

Student Employee Daily Checklist

As you enter your office or department each day go through a daily checklist of your role as a student worker. You are getting paid with state or federal money so approach it like a great learning opportunity for your first professional position to gain customer service, technology, time management, and other valuable skills for the workforce.

Remember this is just like any other job off campus so you would never be able to go online or read a book before doing what needs to be done at McDonald's or Wal-Mart. It's just the same here as well with our professional office's that serves the university needs. Your supervisor's make excellent references **IF** you do a great job for them.

Dress for Success

Dress appropriately, be dependable and prompt, and conduct yourself in a business like manner. Students in high-visibility areas should consult their supervisors for the appropriate dress code.

Be On Time

Show up **ON TIME** for your work place! Your boss hates excuses and won't be allowed in a professional position when you graduate and enter the workforce. Excuses get you fired!

Unable to Work

Notify the appropriate supervisor as soon as possible when illness or other circumstances prevent you from working. All student worker positions are very valuable to the efficiency and operation of the University.

Daily Work Duties:

____ Errands for the office

____ Check office mail/deliver mail

____ Answer incoming calls (Address them professionally!)

____ Assist with walk up traffic (Don't act like it's another person's job.)

____ Data entry

____ Filing to be done

____ Other duties (as assigned) _____

____ Enter personal time sheet information (**Lying** on your time sheet is **illegal!**)

____ Turn time sheet in on date requested (Double check your work for errors)

East Central University Career Development Center Student Employee Evaluation

This form is to be completed and signed by both the supervisor and the student employee at the end of each semester. It is recommended that the supervisor meet with their employee to discuss the evaluation. A copy of this form should be retained for the department's files and a copy may be provided to the student employee if requested.

Student's Name: _____

Student ID: _____ Department: _____

Position Title: _____

Please rate the student employee's performance by selecting the appropriate number on the scale listed below. A number 1 on the scale represents "Inadequate Performance" while a number 9 represents "Outstanding Performance". Any rating less than a number 3 requires a statement of explanation along with recommendations for improvement. Comments for other ratings are strongly encouraged. If performance has not been observed during employment, please select N/A for not applicable.

- 1. Promptness _____
- 2. Attendance _____
- 3. Dependability _____
- 4. Completes work accurately _____
- 5. Neatness of assignments _____
- 6. Adaptability _____
- 7. Willingness to work _____
- 8. Works well with others _____
- 9. Personal appearance _____

Indicate special skills or strengths of this student employee:

Indicate area(s) needing improvement:

Student's Signature: _____ Date: _____

Supervisor: _____ Date: _____

East Central University
Student Employee of the
Year Award

Nomination Form

The Career Development Center will recognize and honor student employees for their contribution to the university community during National Student Employment Week each April. Students are nominated by faculty and staff.

Eligibility

Enrolled full-time in a degree program as an undergraduate student. Must be employed for 10 hours or more by the department for at least 6 months or expect to complete six months of part-time employment by May. Students nominated must have a 2.5 or better GPA.

Part A

Student Name: _____

Student ID: _____ Phone: _____

E-mail: _____ Nominee's Job Title: _____

Brief Job Description (please limit your description to the space provided): _____

Length of Employment in the Department: _____

Nominator's Name: _____ Department Name: _____

Part B

Please attach a separate 1 to 2 page Nomination Letter describing the accomplishments of the nominee which you feel qualified her/him to be considered for the award of Student Employee of the Year. Where possible, cite reason(s) for nomination. For consideration please address: reliability, quality of work, initiative, professionalism, and uniqueness of contribution. Make the Nomination Letter as comprehensive as possible to give your nominee the best chance to win this award.

Nominator's Signature: _____ Date: _____

Please return to the ECU Career Development Center, located in 108 McBride, by March 1. You may nominate more than one student in your department, but please use a separate form for each student.

PROFESSIONAL BEHAVIORAL STANDARDS for Student Workers

The Division of Student Development is dedicated to providing high-quality programs and services to ECU students, faculty, staff, and alumni, as well as the Ada community. As a student worker, you are considered to be a valuable and vital part of our team, and the following standards of behavior have been adopted as guidelines to ensure that our office operates efficiently and improves continually.

Adherence to these standards is mandatory and violation of any professional behavioral standard will subsequently be addressed in a Professional Education Meeting (see attached) and may result in termination.

1. DIVISION OF STUDENT DEVELOPMENT student workers (Federal Work Study, Regular, and Scholarship) are considered employees of this department and the university. Please recognize this as a “real” job. All interactions between the student staff and other members of the ECU community must be done with respect, whether in person, in writing, or by telephone. This also includes all communication among members of the DIVISION OF STUDENT DEVELOPMENT staff itself (professional staff, support staff, graduate assistants/interns, and student workers).
2. Confidentiality is essential. A student worker must never discuss anything seen, heard, or read with anyone, including other student workers in this or any other university offices. Social security numbers, academic history, grade point average, and other personal information must be kept secure. If you have questions/concerns, please address these with the secretary or the director. Violation of confidentiality will result in immediate termination.
3. Once a student’s work schedule has been determined, s/he is to maintain that schedule; excessive absences will not be tolerated. After three absences your supervisor will meet with you to discuss your schedule. You are expected to report to work on time and to consider yourself “on the clock” as soon as you check in; habitual tardiness will also be addressed. *You may not use work hours to run personal errands on/off campus, to eat meals, or to work on student organization business.*
4. If a member of the student staff wishes to request time off during his/her schedule, s/he must complete a Student Absence Form (see attached) and obtain the secretary’s approval. Please recognize that the office may not always be able to accommodate your request(s). When an unplanned absence occurs (sickness, family emergency, etc.), call the secretary as soon as possible (580-559-XXXX). If you have not made arrangements to miss more than one day of work, and find that you must, please check in with the office to obtain approval.

5. When answering the phone, please identify the office (NAME OF DEPARTMENT) and yourself before assisting the caller.
6. Conversation and small talk may be distracting to others, and the staff must be mindful of this. All conversation must stop the moment a person enters the office, and the reception area must remain clear so that the *visitors are greeted immediately and made to feel welcome*. While we do want to create a safe and comfortable setting where persons feel free to stop by and say hello, the office is not to become a social gathering spot.
7. No one is to sit at the desk of the secretary, unless the secretary specifically asks a person to do so. The physical space of each staff member is to be respected.
8. When a member of the student staff is unsure or does not know the answer to a question asked by a person being served by this office, ask...do not risk giving incorrect information. Immediately proceed to find out the answer or help the person connect with someone who has it. It is just as important for a student worker to be aware of what s/he does not know as it is to be aware of what s/he does know. Learning what services are provided by other offices is important for referral purposes.
9. Although it is impossible to completely divorce our personal and work lives, the amount of personal information that is shared while working should be minimal, unless the information must be given to a supervisor in order to effect leave time. Personal phone calls (social and business) should be made at home or during the lunch hour. Office phones are to be used by staff members only; *cell phones are not to be used while at work*. Personal affairs which interfere with job productivity will not be tolerated.
10. Since our office constantly interacts with various populations student workers are to dress appropriately. Decent blue jeans or walking shorts are okay; however, midriff tops, tank tops, and tops with spaghetti straps and revealing necklines/waistlines are considered inappropriate attire for students while working. Wearing of other college's/university's clothing also is inappropriate.
11. Never leave the office during work hours without informing someone where you will be and/or how you can be reached if necessary. If any member of the staff has stepped out of the office, it is your responsibility to know where that person is and how s/he can be reached. However, if someone calls (in person or on the phone) for a staff member that is out of the office for any reason, please do not give details about where the person is (do not even say that the person is at lunch); you need only say that the person is out of the office and ask if the caller would like to leave a message or be connected to voice mail. If the caller wants you to take a message, fill out a slip in the Phone Message Book, not on a sticky note. All messages should be filled out neatly and completely (including date,

time, and your initials), since this information is very important at times. Be sure to get the caller's name and number.

12. When interacting with individuals in the office setting, a student worker should use the individual's last name, unless the student worker knows the person or has been given permission to use the person's first name. Use an individual's first and last name when making phone calls. Never use terms of endearment when talking with clientele.
13. Children and/or family members are not to accompany student staff to work.
14. Our entire staff operates as a team, and each member is expected to offer assistance when needed, no matter what the task. While you are being trained, listen attentively, follow directions carefully, and ask questions if you do not understand something. Once you have learned what needs to be done on a regular basis, be responsible and take the initiative in completing such tasks; assist in keeping the office and your work area neat and clean; and have a positive attitude at all times.

REMEMBER: The experience you gain working here can be quite valuable as you develop career plans for your future. The reflection of a good performance and strong work ethic in a letter of recommendation from someone in this office could be a very important step in your successful job search. We are well aware that DIVISION OF STUDENT DEVELOPMENT would not run as smoothly if you were not here, and we want you to know we are glad that you are!

I have read, understand, and agree to follow the Professional Behavioral Standards for Student Workers and validate this contract with my signature below.

Signature

Date

**PROFESSIONAL EDUCATION MEETING
for Student Assistants**

Name of Student _____ Date of Incident _____
Name of Supervisor _____ Date of Meeting _____

Summary

Student's Comments

Supervisor's Comments

Student's Signature _____ Date _____

Supervisor's Signature _____ Date _____

ECU STATE UNIVERSITY
 CAREER, ADVISEMENT & TESTING SERVICES
STUDENT ABSENCE FORM

STUDENT NAME	DEPARTMENT

Please Complete the Following:

	TYPE OF ABSENCE	NO. OF HOURS	DATE(S) OF ABSENCE
Personal			
Academic			
Appointment			
Illness			
Other			

Additional Explanation:

Signature:

Date: _____

_____ Approved

_____ Disapproved

Date: _____

Immediate Supervisor/Department Head

PROCEDURE:

1. STUDENT: Prepare form; sign and submit to immediate supervisor, department head.
2. IMMEDIATE SUPERVISOR/DEPARTMENT HEAD: Sign and return original to the student. Keep one copy for your file. This form verifies the student's leave. ALL LEAVE MUST BE REPORTED ON ATTENDANCE REPORT.

C&A/stu/ab/form