


Date: May 1, 2019
To: Campus Community
From: Delisa Falks, Assistant Vice President 
Scholarships & Financial Aid
RE: Enhancing On Campus Student Employment

In Spring 2018, a working group was formed at the request of President Young to provide recommendations on enhancing undergraduate student employment on the Texas A&M University campus. As a result of the working group's recommendations, and with approval from the Office of the President, there are several enhancements to be launched to enhance the student employment experience. More information, training, and resources will be provided throughout the Summer semester in advance of the enhancements.

The following will be launched in the 2019-2020 school year:

- 1) Require all TAMU undergraduate student position vacancies to be advertised via the Jobs for Aggies job database

Posting all part-time undergraduate positions in a central location benefits both students seeking employment and employers. A centralized location for part-time student positions supports equal access to employment opportunities and a diverse applicant pool. The Jobs for Aggies (JFA) job database has existed as a recruiting tool for on campus employers for over 15 years. On and off campus employers can post part-time student positions at no charge. JFA allows the employer to use their own application process or the built-in application. All currently enrolled students have access to search for jobs in the database. For more information on Jobs for Aggies, and resources to assist with creating a job posting, visit <http://jobsforaggies.tamu.edu>.

- 2) Require all student worker positions to have a written position description.

Per University SAP 33.99.08.M0.01 for Student Employment, hiring departments are expected to "create and maintain job descriptions for student employee positions". This SAP will be revised to change "expected" to "required". Providing a written position description to student employees is important for many reasons, including setting clear expectations of duties and assisting in performance management. In order to ensure position descriptions exist for all TAMU undergraduate student employee positions, position descriptions will be required to be maintained in Workday beginning August 2019. The Student Employment Office is actively developing options in Workday to accommodate a variety of organization structures

and number of student employees. Please note the way you will use the Workday system for student positions, will be different than full time positions. Future training and resources will be provided to the campus community.

- 3) Develop key competencies for learning outcomes and/or marketable skills to be included in the position description.

Student employment at Texas A&M University should be more than just a pay check for students. It should be an extension of a student's education and development and prepare students for the professional workforce. Every supervisor of student employees also serves as an educator with the opportunity to provide students the skills they will need to be successful in their future careers. Through student employment, students acquire skills that, no matter the type of position, can be used in their full time employment beyond graduation. Including specific learning outcomes and/or marketable skills in position descriptions, and incorporating them in to performance management, ensures students think critically about what they are learning. The Student Employment Office will be providing future training and resources to the campus community on how to incorporate learning outcomes/marketable skills in to position descriptions and performance management.

- 4) Require supervisors of student workers to conduct performance evaluations at periodic intervals.

The performance feedback process is critical for employees and supervisors, and student employment should be no exception. Performance evaluations are an important part of the education students receive through student employment. Receiving formal feedback on their performance prepares them for what to expect in future careers. In order to ensure all TAMU undergraduate student employees receive formal performance feedback, a performance evaluation will be required to be documented in Workday for all student positions beginning in August 2019. The Student Employment Office is currently working with a pilot group to ensure the campus community can comply with this requirement without significantly impeding business processes. More information and training will be provided.

The Student Employment Office appreciates your support in ensuring on campus student employment supports the education and development of our undergraduate students and prepares them to successfully enter the workforce after graduation.