

## **Meaningful Remote Work Opportunities for Student Employees: Resources and Best Practices**

In an effort to supply supervisors of student employees with meaningful work opportunities while student employees are working remotely, the Student Employment Office has provided a list of resources and best practices for supervisors to utilize. These resources include training videos, articles that can be used for reflection projects, and videos that can be used similarly. The goal is to keep student employees busy and engaged during this unprecedented time.

### **Student Employment Office Student Employee Workshops**

The Student Employment Office at Texas A&M University offers the following **free** workshops to sharpen your skills for improving effectiveness, efficiency and quality of life. Most workshops will be held in Room 236 of the Pavilion, but please check the location on the registration page for each workshop. Register at [our ERS workshop registration page](#). The summer workshop schedule will be available soon.

Due to COVID-19, all student workshops are currently being held in a virtual format, via Zoom. To prevent any issues with use or functionality, please ensure you have the most up-to-date version of [Zoom](#) installed.

### **Career Center Videos and Webinars**

The Texas A&M Career Center offers video training and webinars on a variety of subjects from interview skills, resume writing, general professionalism, preparing for internships, and more. Supervisors and student employees can review the [Career Center schedule](#) and register for various webinars online.

Students can also find Career Center resources, including their own YouTube page [here](#).

### **LinkedIn Learning Training Videos**

LinkedIn Learning provides a multitude of training videos. This includes training on workplace professional skills as well as hard skills. Below is a selection of training videos that are offered. Supervisors can also assign training on software that a student worker may need for their specific job, such as HTML, Java, AutoCAD, Photoshop, SQL, and Microsoft Office/365.

**NOTE:** Unaffiliated student workers such as high school students and Blinn students will not have access to LinkedIn Learning. Please be aware of that when assigning remote work such as this. Unaffiliated student workers may be able to take advantage of a one-month free trial of LinkedIn Learning. Supervisors can learn more about the free trial [here](#).

1. Designing a Presentation
  - a. <https://www.linkedin.com/learning/designing-a-presentation-2/designing-a-presentation?u=74650722>
2. PowerPoint Tips and Tricks
  - a. <https://www.linkedin.com/learning/powerpoint-tips-and-tricks/powerpoint-is-smarter?u=74650722>
3. Creating and Giving Business Presentations
  - a. <https://www.linkedin.com/learning/creating-and-giving-business-presentations/building-great-business-presentations?u=74650722>
4. Learning Excel 2019
  - a. <https://www.linkedin.com/learning/learning-excel-2019/build-your-foundation-in-excel?u=74650722>
5. Excel Quick Tips
  - a. <https://www.linkedin.com/learning/excel-quick-tips/welcome?u=74650722>
6. Social Media Marketing Foundations
  - a. <https://www.linkedin.com/learning/social-media-marketing-foundations-3/what-is-social-media-marketing?u=74650722>
7. Social Media Marketing Strategy and Optimization
  - a. <https://www.linkedin.com/learning/social-media-marketing-strategy-and-optimization/make-social-media-more-effective-for-your-business?u=74650722>
8. Marketing Tools: Social Media
  - a. <https://www.linkedin.com/learning/marketing-tools-social-media/the-social-media-tools-you-need?u=74650722>
9. Social Media Marketing Tips
  - a. <https://www.linkedin.com/learning/social-media-marketing-tips/growing-your-business-with-social-media?u=74650722>



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## Helpful Videos and Articles

The following videos and articles can be used for student employees to watch or read, and discuss later with the supervisor as a reflection

1. How to Stay Focused:  
<https://youtu.be/WhbYBb0huMs>
2. Ally in the Workplace:  
[https://www.ted.com/talks/melinda\\_epler\\_3\\_ways\\_to\\_be\\_a\\_better\\_ally\\_in\\_the\\_workplace](https://www.ted.com/talks/melinda_epler_3_ways_to_be_a_better_ally_in_the_workplace)
3. Respecting Coworkers:  
[https://www.ted.com/talks/christine\\_porath\\_why\\_being\\_respectful\\_to\\_your\\_coworkers\\_is\\_good\\_for\\_business?language=en](https://www.ted.com/talks/christine_porath_why_being_respectful_to_your_coworkers_is_good_for_business?language=en)
4. How to Talk to People Will Listen: <https://www.youtube.com/watch?v=elho2S0Zahl>
5. Body Language in Business:  
[https://www.ted.com/talks/amy\\_cuddy\\_your\\_body\\_language\\_may\\_shape\\_who\\_you\\_are?language=en#t-1061](https://www.ted.com/talks/amy_cuddy_your_body_language_may_shape_who_you_are?language=en#t-1061)
6. A Work-From-Home Productivity Schedule That'll Help You Get the Most Out of Your Day:  
<https://www.themuse.com/advice/work-from-home-productivity-schedule>
7. 10 Emerging Skills for Professionals:  
<https://www.extension.harvard.edu/professional-development/blog/10-emerging-skills-professionals>
8. The Power of Good Communication Skills:  
<https://www.entrepreneur.com/article/331660>



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