



Student Employment Newsletter April 2011

National Student Employment Week

April 10th-16th is National Student Employment Appreciation Week. Thanks to all departments and offices on campus who hire students– we appreciate all their hard work and dedication! Please remember to take the time to show your student (s) how much you appreciate them or check Student Employment Website for ideas:

http://www.jmu.edu/stuemploy/wm_library/Ways_to_Celebrate_2011.pdf

Student Employee of the Year Awards

Congratulations to this year's **JMU Student Employee of the Year**, **Sara Jo Williams**. Sara Jo works in the Center for Instructional Technology as a faculty development consultant and was nominated Joshua Mathews-Ailsworth. Congratulations also go out to the **two Runners-Up**, **Katie Thisdell** from The Breeze and **Martin Steger** from the Learning Centers, College of Arts & Letters. Congratulations to both of you for this achievement.



FWS Timesheet Deadline for the 2010-2011 Academic Year

All Federal Work Study student employees cannot work past May 6, 2011. All Federal Work-Study timesheets must be submitted into payroll no later than June 6, 2011 by noon for the June 16th pay date. This will ensure that all 2010-2011 earnings are paid in the proper academic year because July 1st begins the 2011-2012 academic year.

No Summer Federal Work-Study Summer Employment

The Student Work Experience Center would like to remind you that **Federal Work Study is not available during the summer session**. If you currently have a FWS student that would like to work over the summer, we suggest you hire them as an Institutional Employment (IE) or wage employee.

Supervisor Training “Student Employment Essentials”

The Student Work Experience Center conducted the last workshop on April 12th for the 2010-2011 academic year. For more information on this training or to see training scheduled for the Fall Semester, please visit this link, <http://www.jmu.edu/training/development/studentemploymentessentials.shtml>
Please contact the Student Work Experience Center at studentjobs@jmu.edu with any questions.

Summer Employment

Students can work over the summer as either an Institutional Employment (IE) or wage employee. Students working over the summer do not have to be taking summer courses; however, they must be enrolled for at least 6 credits undergraduate or 5 credits graduate for the Fall 2011 semester in order to be eligible for student employment. There is no limitation on the number of hours a student can work over the summer and overtime rules apply.

REMINDER: Students transferring from a student to non-student position, even if there will be no break in service must complete notification through an Onboard Request Form through Human Resources. Contact us at studentjobs@jmu.edu or 8-3269 with any questions.

Join the ListServ...

If you know anyone in your department who supervises students and does not receive these emails, please have them go to the following website to join the email group: www.jmu.edu/stuemploy/sup_listserv.shtml.

This listserv is designed as a means of communication to supervisors of student employees, PAR originators, departments or anyone who would like to keep up to date with student employment issues. Members can also submit questions or requests for information to us and we can distribute to our members for networking purposes.



Save the Date...Job Fair

Mark your calendars... The Part-time Student Employment Job Fair will be held **Tuesday, September 13th** from 1:30-4 in the Festival Ballroom. Stay tuned for more information.

SWEC PAR Deadlines:

April 14th for the April 29th payday
April 29th for the May 16th payday
May 16th for the May 31st payday
June 1st for the June 16th payday