

COURSE OVERVIEW

COURSE NAME

Student Employment

COURSE DESCRIPTION

This course will provide **Talent Management Coordinators** with an overview of the student employment process – including considerations for recruiting student assistants, college work study students and graduate assistants. Central support resources will be shared from Career Services and The Graduate School.

An interactive question-and-answer session will be facilitated with WSU experts to ensure participants know who to contact when and can successfully navigate WSU procedures, policies and collective bargaining agreements (if applicable).

LEARNING OBJECTIVES

As a result of this module, participants will be able to:

- Distinguish between student assistants college work study (CWS), GRA, GTA and GSA classifications
- Ascertain eligibility requirements of student hires
- Utilize Career Services' *Guide to Student Employment* process for posting positions and working with students
- Utilize the Graduate School's employment process and templates for posting and working with graduate students
- Understand the process of getting a student on payroll, confirming a CWS award and posting a position
- Know who to call when questions arise

PREREQUISITES

Prior to this module, it is recommended participants reference:

- Career Services *Guide to Student Employment*
- The Graduate School's website and templates as well as the Resource Portal