

## COURSE OVERVIEW

### COURSE NAME

The “How To” For Student Employment

### COURSE LENGTH: 2.5 HOURS

### FACILITATORS

Carole Barduca, Director, Business Affairs, Graduate School; Cheryl Dove, University Counselor, Placement Services, Student Affairs; and Olivia Thompson, HR Coordinator

### 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