Student Employment @ LUC

Student Employees & Skill Development

Step 1: Recognize that skill development in ALL jobs.

Employers want to hire people with skill sets and, at the entry-level, will consider various sources as valid in order to develop skill sets. The chart below illustrates that skills are built at EVERY student employment level.

- 1st/2nd Year Students
- 2nd/3rd Year Students
- 3rd/4th Year Students

<table>
<thead>
<tr>
<th>Level I: Basic Positions</th>
<th>Level II: Intermediate</th>
<th>Level III: Advanced</th>
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<tbody>
<tr>
<td>Ex. Desk Clerk, Greeter</td>
<td>Ex. Peer Mentor</td>
<td>Ex. Research Assistant</td>
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Focus on Employability Skills
- Punctuality
- Appropriate attire
- Following instructions
- Attention to detail
- Reliability

Focus on Transferrable Skills
- Writing/Editing
- Analysis
- Problem solving
- Working autonomously
- Navigating common computer software

Focus on Specific Skills
- Writing in a specific style
- Using a specific computer application
- Adhering to industry specific standards
- Using a specific certification

Step 2: Consider the research supporting the importance of what student’s are gaining from employment.

- National research shows students who work on campus (fewer than 15 hours) feel more connected to the academic environment, and as a result, may be more inclined to be retained. Additionally, working during college “enhances the development of career-related skills” (Pascarella & Terenzini, 2005).
- Working full-time during one’s college years has a negative effect on degree completion, while working part-time has a positive effect on degree completion (Astin, 1993).
- Student employment may aid with retention by helping students meet financial needs, connect with a sense of responsibility, and build connections with faculty, staff, and upper-class students (Hanover Research Council, 2008).

Step 3: Review the learning and skill development that employers are interested in and that most often occur as a result of Student Employment with your student. ASK your student employee if he/she believes some of these skills are being developed:

- Time management and effective use of time;
✓ Productivity and accuracy;
✓ Completes work with little or no supervision;
✓ Completes work following specific policies and procedures;
✓ Follows directions;
✓ Demonstrates high quality standards in all interactions and work assignments;
✓ Exercises good judgment and makes appropriate decisions in performance of duties
✓ Professional behavior and service orientation;
✓ Punctual, reliable, and consistent attendance;
✓ Good interpersonal and communication skills;
✓ Has the ability to appreciate and work with a diverse population;
✓ Respectful of confidentiality of all students and University documents, information, records, etc.;
✓ Proactively and willingly acquires new skills, tasks, procedures, and projects;
✓ Self starter; takes action without being asked;
✓ Willing to accept suggestions and training; takes direction;
✓ Gets along well with others;
✓ Demonstrates initiative and personal responsibility; and
✓ Flexible—adapts to changing tasks
✓ Demonstrates knowledge of the position, department, division, and institutional mission and goals;
✓ Understanding of job duties;
✓ Ability to perform all aspects of assigned job;
✓ Has the ability to make sound judgments;
✓ Deals with difficult situations effectively;
✓ Demonstrates effective and appropriate written and oral communication skills;
✓ Keeps information confidential;
✓ Takes steps to learn and keep current with new job skills, equipment, etc.;
✓ Ability to resolve problems;
✓ Demonstrates proficiency in working with technology or equipment in ways that are appropriate for the position.

Step 4: Make a plan to continue developing or start developing these popular skills and check in with the student occasionally to discuss progress. Remind the student that ALL of his/her experience—in the classroom, jobs, internships, volunteer work and leadership capacities—may contribute to skill development.

As a manager, you can play an important role in the development and retention of every student by spending a little time having discussions like these! Thank you for your investment in our students and our future!

For more information, contact:

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