

Student Work Supervisor Newsletter

Happy fall! This newsletter includes information & reminders about hiring, upcoming supervisor trainings, and supervisor resources.

Fall Hiring Update

A huge thank you to everyone who posted on Handshake this year for the first time and those who attended the Student Work Fair. It has been fantastic to be able direct students to one central place to look for open positions. Thank you for contributing to making student work more accessible to first-year students! Here are a few numbers that show the progress we are making this year:

47

First-year students are already hired & working on campus

85%

Of first-year hires have work-study

48

Jobs have been posted to Handshake this fall (up from 25 in fall 2018)

THANK YOU!

Hiring Reminders!

Please remember to...

- **Ensure that students complete hiring paperwork** in the business office before they work any hours.
- **Refrain from closing positions early** on Handshake. Students are deadline-oriented, and many students have provided feedback that they planned to apply to a position and then saw that it closed prior to the deadline.
- **Notify students who you do not hire** that they are no longer under consideration. They will be waiting to hear back from you!

Fall Supervisor Trainings

We are excited to announce that the following trainings will be offered to supervisors of student workers this fall. Full descriptions and RSVP forms will be sent out closer to the training dates. All staff & faculty who interact with student workers are invited to attend.



**Training
Opportunities!**

Culturally Responsive Supervision - October 22nd, 10am-11:30am

Lead by Ruby White, Program Director, Multicultural Resource Center, and Jessika Chi, Assistant Dean for Institutional Diversity

Effective Interviewing: Reducing Bias in the Interview Process - November 19th, 10:30-12pm

Lead by Charles Daniel, Associate Director of the Center for Life Beyond Reed

Supporting Student Worker Academic Success - December 16th, 1:30-3pm

Lead by Julie Maxfield, Associate Dean of Students

Supervisor Resource Links [🔗](#)

- [Hiring Resources](#)
- [Process for Hiring International Students](#)
- [Work-study information for student supervisors](#)
- [Past supervisor newsletters](#)
- [Look up a student's work-study status in HireEm](#)

REED.EDU/STUDENT-WORK
for more info & resources

Work Study: Did you know...

Students may have one of two types of work-study: Reed Work-Study or Federal Work-Study. [Read more here!](#)

Most work awards are for \$2000. This amounts to ~5 hours of work/week during semesters.

International students may have a work award (Reed Work-Study), and can only work on campus in the U.S.

Student Work Office Contact Info:

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