STUDENT EMPLOYMENT

USE YOUR FEDERAL WORK STUDY

EXPLORE ON-CAMPUS AND OFF-CAMPUS

GAIN EXPERIENCE

Image designed by Loyola University Chicago
Training Outcomes

This training is intended to be a resource for student employees who work on-campus at either federal work study or department funded positions at USM. What is the difference between federal work student student jobs and department funded student jobs? For a student to obtain a federal work study funded student job, the student needs to have federal work study funds included in their financial aid package after completing the FAFSA. More information about this can be found on the |
What is Student Employment?

“Students who work 20-hours or less a week on-campus report higher levels on all five levels of engagement used by Pike and his co-author George D. Kuh and Ryan Massa-McKinley. This includes such things as student-faculty interactions and engaging in active collaborative learning”

Doug Lederman

Will be assigned to the USM Student Employee Training during New Student Orientation via UMS Academy

USM Student Employee Training

Platform: None

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Regardless of your student employment status, this training is for you!
Additional training will be assigned to this training by USM Student Employment Specialist via Blackboard.
How do you access UMS Academy and BlackBoard Trainings?

First, go on “MyUSM campus portal” - Launch Pad
https://mycampus.maine.edu/home
Once you’re logged onto MyUSM

You can access both of these trainings on the LaunchPad

UMS Academy using this icon
https://learnithoonuit.com/

BlackBoard using this icon
https://bb.courses.maine.edu/
After you have completed the trainings

Click the USM Career Connections
This is our USM job database for students [https://usm-maine-csm.symplicity.com/students/jobboard/26c3d0228437b3207bbbcfa3d2c1536c](https://usm-maine-csm.symplicity.com/students/jobboard/26c3d0228437b3207bbbcfa3d2c1536c)

**USM Career Connections Disclaimer**

STUDENT LOGIN:

- Log in to your USM MyCampus Portal
- Click the Blue Cube icon on the upper left in the "launchpad"
- For a PDF description of the login instructions, click here!
USM Career Connections (job database)

Create your profile, upload resume & search for jobs!
If you cannot log into this database, call (207) 228-8091
Here are a few student jobs at USM

- Student Associate, Career & Employment Hub
- Student Tour Guide, Admissions
- Student Tutor, Learning Commons
- Student Eco Rep, Office of Sustainability
- Student Journalist/Photographer, Free Press

For more information about job descriptions, click here:
https://usm.maine.edu/human-resources/student-job-descriptions

Hourly wage ranges between $10.68 - $11.28 per hour
5 Things to Do Before Applying for a Job

1. Update your social media profiles
2. Research the company (mission, vision, culture)
3. Locate the name and email of hiring manager
4. Reach out to current employees (network)
5. Tailor your resume and cover letter

“Professional, clean and simple is best”
Posted by Heather Huhman from Glassdoor, 2014
Write A Cover Letter:
“6 Secrets of Writing a Great Cover Letter”

1. Don’t repeat your resume
2. Keep it short; three paragraphs tops
3. Address the general hiring manager
4. Send it as a PDF to avoid formatting errors
5. Don’t use these phrases, you sound inexperienced

Posted by Seth Porges, from the Forbes Magazine 2012
Use these “13 Best Resume Tips of 2017”

1. Use a template for professional design
2. Forget the personal statement
3. Emphasize accomplishments, not responsibilities
4. Make it one page
5. Tailor it to the applicant tracking system
6. Create more than one resume
7. Add hyperlinks such as LinkedIn
8. Tell a story with your resume
9. Leave out your basic computer skills
10. Don’t add your elementary foreign lang. skills
11. Revise, revise, revise (and proofread)
12. Scale emphasis based on importance
13. Don’t rely on design alone.

Posted online by Lillian Childress, from Glassdoor, 2017
Prepare in-advance for your interview!

1. Be on-time (10-minute early is best)
2. Dress professionally (dress shirt, pants, etc)
3. Bring copies of your resume and references
4. Turn off your phone and do not text.
5. Ask questions about the job
6. Be confident, not egotistical
7. Avoid negative statements
8. Focus on your skills
9. Tell your story
10. Send a thank you note

Taken from the Balance.com
Be prepared to fill-out the HR New Hire Forms
You will need multiple forms of identification such as a birth certificate, passport, social security card, etc.

1. Authorization for Direct Deposit
2. HR Individual Data Sheet
3. I-9 Form & Instructions
4. W-4 Federal
5. W-4 State

These documents can be found online
https://usm.maine.edu/human-resources/human-resources-forms
Once you are hired, time management is key!

You are responsible for entering time in Maine Street

[Link](https://www.youtube.com/watch?v=sD7fskm0PGo)
Important things to remember about USM Timesheets

1. Sign in/out (online and manually) every single time you work!
2. You are only paid for work you actually perform
3. Continue to learn and grow professionally as a student
4. Federal work-study employees must maintain 6-credits per semester
5. Talk with your supervisor about your work and academic goals
6. Ask for projects and leadership opportunities
7. Ask for “end-of-semester performance review”
8. Ask questions!!! If you don’t understand something, ask!

Do You Remember
Online USM Resources

Online Campus Resources for Student Employment
http://usm.maine.edu/human-resources/student-employment

USM Career & Employment Hub
https://usm.maine.edu/career-and-employment-hub/careers

YouTube video on Time Sheets and Time Approval
https://www.youtube.com/watch?v=sD7fskm0PGo

USM Mandatory (HR) Trainings for All Employees
https://usm.maine.edu/human-resources/required-training-employees
Thank You

USM Career & Employment Hub
140 Luther Bonney Hall, Portland Campus
Monday to Friday: 8:00 AM – 4:30 PM
Phone: 207-228-8091
Email: usmcareers@maine.edu