

On The Job 101:

Life as an SLCC Student Employee



This is not “just a work-study job.”

- SLCC relies heavily on and highly values its student employees. Your first priority, of course, is academics, but while you are at work, you are expected to approach your job professionally and give 100%. Just like any other job, your part-time student job requires commitment.
- You are expected to be on your job when you are scheduled to work. Do your best to give your supervisor as much advance notice as possible when you know you are going to be absent or late. Ask your supervisor in advance about the “call-in” procedure.
- At the beginning of the semester, take a close look at your class syllabi and think about your schoolwork in relation to your work schedule. Let your supervisor know well in advance if you think you'll need to take some time off when you have tests scheduled or papers/projects due.

Professionalism

- Have a positive approach to everything that you do. Your job as a student employee will form the foundation for your working life, and help you acquire general work skills that may be useful when you graduate.
- Be a team player. Most departments at SLCC require employees to work as a team. As a student employee, you are part of your departmental team. You will need to interact with other students and staff members, so you will need to establish a positive rapport.
- Refrain from conducting personal business at work, such as personal phone calls, doing schoolwork, and browsing the Internet. These activities tend to distract from your productivity while at work

Taking Initiative

- Don't just do the bare minimum...give 100%. Supervisors depend on you to produce high-quality work. Keep in mind the work you do at SLCC reflects on both you and your department.

- Ask for more work. When you complete a task, don't assume there is nothing else to do. Always take the initiative and ask your supervisor if anything else needs to be done.

Communication

- Talk to your supervisor if you are feeling overwhelmed by your academics. Supervisors understand that academics are your first priority and are usually willing to work with you. Establishing and maintaining open lines of communication with your supervisor will help you feel more comfortable on the job.
- Ask for feedback about your work performance. Keep in mind that student employment is a learning experience; you are not expected to be perfect.
- Don't hesitate to ask questions when you're not sure how to do something. Your supervisor would much rather you ask questions than do something incorrectly or provide inaccurate information to someone.