



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 [link](#)

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

Lederman, D., “Impact of Student Employment” Inside Higher Ed., June 2009

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

[Home](#)[Pathways](#)[Search](#)

Margaret Brownlee ▾

Edit mode is **OFF**

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

The screenshot displays a Blackboard LMS interface. At the top, there is a navigation bar with a home icon, a search icon, and the text "Announcements". On the right side of this bar, there is a refresh icon and a toggle switch for "Edit Mode" which is currently set to "OFF".

Below the navigation bar is a large banner for the "UNIVERSITY OF SOUTHERN MAINE" featuring the university's logo (a stylized yellow building) on the left and the text "UNIVERSITY OF SOUTHERN MAINE" in white on a dark blue background.

On the left side of the page, there is a sidebar menu. The top section is titled "USM Student Employee Training (ORG_P_CareerHubTraining)" and includes links for "Start Here", "Training Documents", "Required Quiz", and "Contact Information". Below this is a section for "ORGANIZATION MANAGEMENT" with a "Control Panel" and several expandable options: "Content Collection", "Organization Tools", "Evaluation", "Grade Center", and "Users and Groups". The bottom section is "Customization" with options for "Enrollment Options", "Guest and Observer Access", and "Properties".

The main content area is titled "Announcements" and contains the following text:

Welcome to the USM Student Employee Training
 Posted on: Friday, March 16, 2018 7:10:55 PM EDT

Hello! Welcome to the USM Student Employee Training.

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 [USM Student Financial Services website](#).

Regardless of your student employment status, this training is for you!

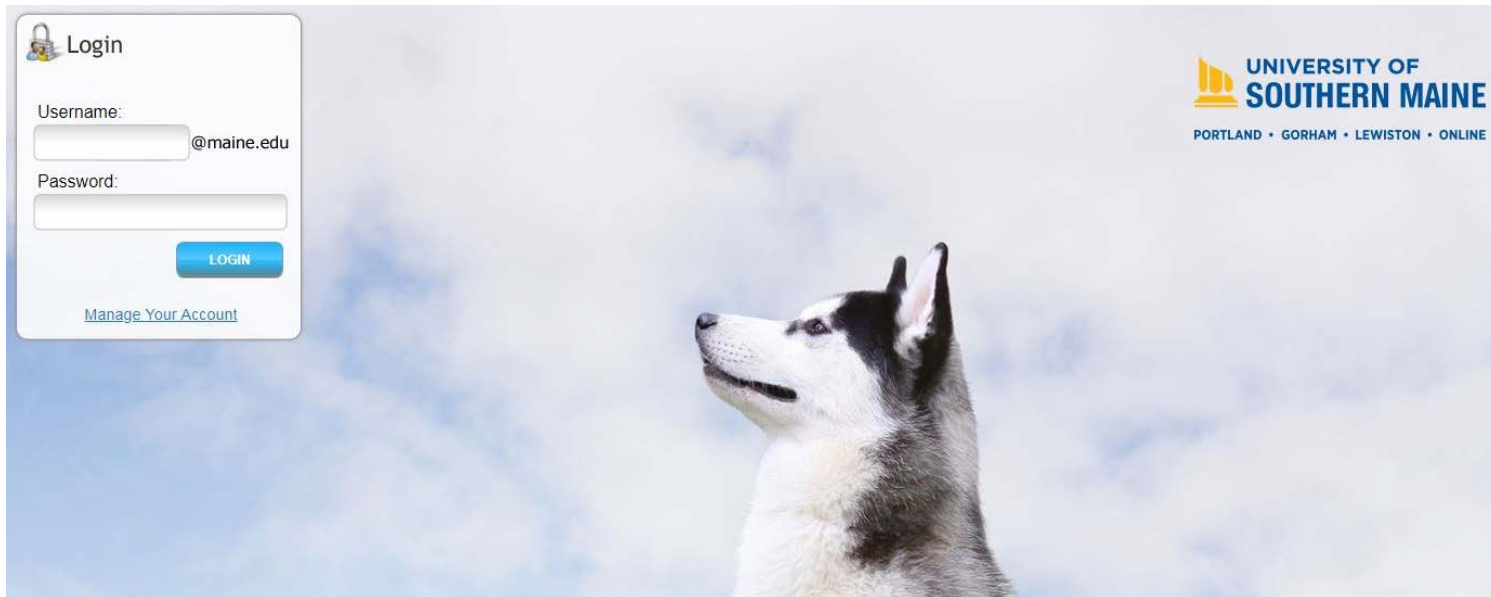
Created by Margaret Brownlee, Student Employment Specialist

On the right side of the announcement, there is a metadata box:

Posted by: Margaret Brownlee
 Posted to: USM Student Employee Training
 ORG_P_CareerHubTraining

How do you access UMS Academy and BlackBoard Trainings?

First, go on “MyUSM campus portal” - Launch Pad
<https://mycampus.maine.edu/home>



Login

Username:
@maine.edu

Password:

[Manage Your Account](#)

UNIVERSITY OF SOUTHERN MAINE
PORTLAND • GORHAM • LEWISTON • ONLINE

Once you're logged onto MyUSM

You can access both of these trainings on the LaunchPad

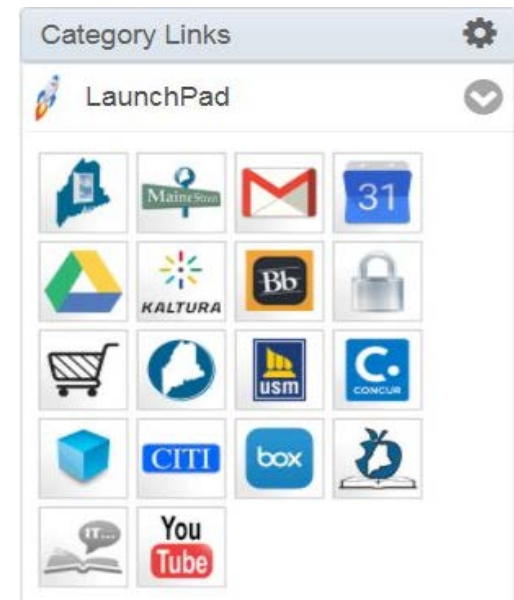
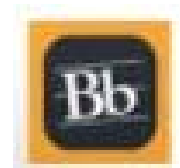
UMS Academy using this icon

<https://learnit.hoonuit.com/>



BlackBoard using this icon

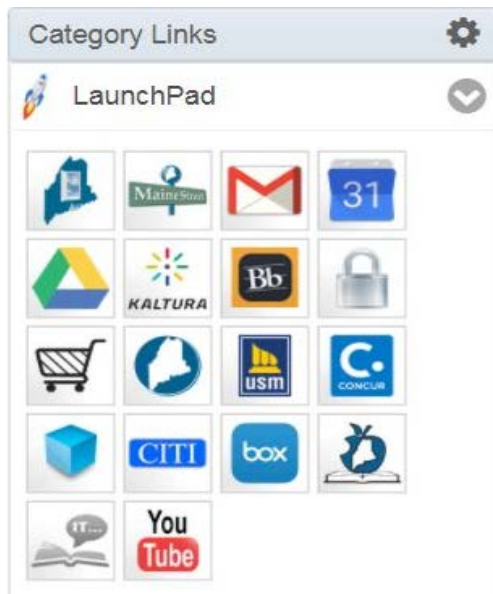
<https://bb.courses.maine.edu/>



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>



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

The screenshot displays the USM Career Connections website. On the left is a dark blue navigation menu with the following items: Home, Jobs, Jobs, My Job Applications, Extended Job Search, Work-Study Jobs, USM Department Funded Jobs, Internships, Full-Time Jobs, Part-Time Jobs, Volunteer, Service Learning, and Profile. The main content area shows a search bar at the top with the text 'Search' and a user profile for 'Margaret Brownlee'. Below the search bar is a breadcrumb trail: 'Home / Jobs / Career Services Student ...'. The featured job listing is for 'Career Services Student Associate' (marked with a star), a 'Federal Work Study' position at the 'University of Southern Maine - Portland, Maine'. It includes a '+ FOLLOW' button and an 'APPLY' button. Below the job title, the 'Position Type' is listed as 'Federal Work Study'. The 'Description' section provides the following details: Position Title: Student Associate; Department: Career & Employment Hub; Location: 140 Luther Bonney Hall, Portland campus; Office Hours: 7:30-5:00 M, Th, F & 7:30 -6:00 Tu/W evenings and weekends as necessary; Wage Band: \$11.28 per hour; Position Type: Work-study only. To the right of the job details is a 'How To Apply' section with instructions: 'How to Apply: Email your cover letter and resume addressed to Andy Oshereoff, andrew.osheroff@maine.edu or drop off your cover letter & resume at 140 Luther Bonney.' Below this, it states 'Cover Letter & Resume required' twice. At the bottom of the right sidebar is an 'Attachment(s)' section.

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

<https://www.youtube.com/watch?v=sD7fskm0PGo>

Printed Employee Weekly Time Sheet

EMPLOYEE'S WEEKLY TIMESHEET

Maine's Public Universities
UNIVERSITY OF SOUTHERN MAINE

Form Data

Deadline: Once all required signatures have been obtained, completed form can be faxed to 561-3456 or emailed to payroll@maine.edu at least one business day prior to payroll processing.

Employee Information

Prefix First Name (Legal) Middle I Last Name (Legal) Suffix MaineStreet ID Job Record

Time Report

Day	Date	ACTUAL HOURS WORKED		TIME ABSENT					Total
		Regular Schedule	Additional Authorized Time	Vacation	Sick	Comp Time	Holiday	Other	
SUN									0
MON									0
TUE									0
WED									0
THU									0
FRI									0
SAT									0
TOTALS		0	0	0	0	0	0	0	0

Signatures

Employee Date Print/Type Name

Department Head/Supervisor Date Print/Type Name

*Explanation Required

MaineStreet > Employee Self-Service

Menu

Search: []

- My Favorites
- Employee Self-Service
- Time Reporting
- Report Time
- Timesheet
- View Time
- Personal Information
- Payroll and Compensation
- Benefits
- Training Tools & Materials
- University of Maine System
- PeopleTools
- My Personalizations
- My Dictionary

Timesheet

Robert Student
Job Title: UMFK - Library Clerk

Click for Instructions

View By: Week Date: 01/01/2007 Refresh

Reported Hours: 0.00 Hours Scheduled Hours: 0.00 Hours

Reported time on or after 01/07/2007 is for a future period.

From 01/01/2007 to 01/07/2007

From 12/31/2006 to 01/06/2007

Day	Date	Status	In	Out	Punch Total	Taskgroup	Date
Sun	12/31	New				PSNONTASK	12/31
Mon	1/1	New	9:00am	12:00pm		PSNONTASK	1/1
Tue	1/2	New				PSNONTASK	1/2
Wed	1/3	New				PSNONTASK	1/3
Thu	1/4	New				PSNONTASK	1/4
Fri	1/5	New				PSNONTASK	1/5
Sat	1/6	New				PSNONTASK	1/6

Submit Clear

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!



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