

THE SUPERVISOR SCOOP

April 2024 — August 2024



Farewell to the chill of winter! Welcome to the Spring/Summer 2024 issue of our Student Employment newsletter. In this edition, we're excited to bring you a wealth of information, starting with a thoughtful letter from Erica LaRue, the Interim Director of Career Services, offering insights and updates! You'll also find the Student Employee of the Year nominations. As we look forward to celebrating our hardworking student employees during Student Employee Appreciation Week, we've included some innovative tips to make the celebrations even more meaningful. Additionally, this issue covers important upcoming dates and includes the revised process for supervisors to request returning work-study students for next year. This edition is packed with essential information to keep you informed as we step into the brighter days of spring and summer.

Let's go.[™]

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Contact Us

Questions or concerns? Federal Work-Study supervisors, please [contact the WVU Hub](mailto:studentemployment@mail.wvu.edu). Regular student employment supervisors, please email WVU Career Services at studentemployment@mail.wvu.edu.

A Letter from Erica LaRue



Dear WVU Supervisors,

Thank you for taking the time to nominate your outstanding student workers for Student Employee of the Year. The committee received **65 nominations** to include both undergraduate and graduate students. All nominees will be recognized and rewarded for their achievements during the week of **Student Employee Appreciation Week, April 7 - 13, 2024**.

Finalists and their supervisors have been invited to our Student Employee of the Year ceremony on **April 12** where the finalists will be celebrated and awarded scholarships and this year's winners will be announced. An undergraduate winner will be chosen from one of our three campuses in any of the following categories for their competencies in Community Service, Diversity & Inclusion, Leadership, Technology & Innovation, and Critical Thinking. A graduate student winner will be selected from any of the following categories for their contributions to Diversity & Inclusion, Impact, Professionalism, Effective Communication & Interpersonal Skills, and Leadership.

Remember to show your appreciation during Student Employee Appreciation Week with thank you notes, throwing a pizza party, having a pot-luck, or a build-your-own sundae bar, gift goodie bags, adding student employee pictures to your department social media, and creating a Certificate of Appreciation using a template.

Lastly, you will notice my new job title as Interim Director of Career Services. Though my title has changed, my role in the Student Employment Program has remained the same. Feel free to reach out to me if you need any assistance with either Student Employment or Career Services. I am here to help!

Sincerely,

Erica LaRue

Interim Director of Career Services



Announcements



SUMMER FEDERAL WORK-STUDY

There is not Federal Work-Study (FWS) funding available for Summer 2024. Any students for whom departments wish to retain for summer employment must be hired through regular student employment and must use departmental funding. Visit the [Summer Federal Work-Study webpage](#) for more information.

TRANSFERRING TO REGULAR STUDENT EMPLOYMENT

For supervisors who need to transfer work-study student(s) to departmental funding after exhaustion of their work-study allocation, please notify Shared Services Time Collection with the following information: Student Name, Student Assignment Number, Current Student Position Title and Number, Hourly Rate of new position, Supervisor Name, Supervisor Email, and New Funding String. Please send SSC-TimeCollection@mail.wvu.edu or for HSC students HSCSharedServicesCenter@hsc.wvu.edu the required information. For any questions, please contact [the Shared Services Center](#).

2024-2025 NEW RETURNING STUDENT PROCESS

The returning student process for FWS has changed. Supervisors who would like to request a student to return to their previous work-study position must follow the new request process. For detailed information, please visit our new [Request for Returning Federal Work-Study Students webpage](#). Handshake positions will not be automatically posted for next year and new Handshake IDs will be assigned to FWS positions each year moving forward.

FEDERAL WORK-STUDY HIRING CLOSED

Federal Work-Study hiring for 2023-2024 has closed. If your department wishes to hire a student at this time, they must be hired as a regular student worker using departmental funding.

Important Dates



APRIL 7

In-Store JCPenney Suit-Up Shopping Event — Morgantown Mall, **4 p.m. to 6 p.m.** Exclusively shop discounts on career and professional attire. Purchase suits, dresses, sport coats, pants, skirts, blouses, ties and shoes to build a career wardrobe. Open to all WVU students and alumni. Bring your student ID to receive your extra 30% off coupon.

APRIL 7 - 13

Student Employee Appreciation Week — All Campuses. Take time to show appreciation for your student employees! During this week, student employees on the Morgantown campus can receive a free chocolate chip cookie and hot/iced coffee or tea that can be redeemed twice during this week. Students can also pick up a **20%** off Barnes and Noble coupon from Career Services.

APRIL 11

Professional Headshot Event - Last Chance! — Downtown, Martin Hall, **10 a.m. to 12 p.m. noon.** Evansdale, Evansdale Crossing, Media Innovation Center, **2 p.m. to 4 p.m.** These will be environmental headshots taken on location using a real place as a backdrop (vs a studio backdrop). Please check in at the event for more instructions.

MAY 3

Last Day Federal-Work Study Students May Earn Funds — This is the last day that Federal Work-Study (FWS) students may work and earn funds for 2023-2024.

JUNE 5

2024-2025 Federal Work-Study Positions Open — All campuses. Work-study positions will be available to students eligible for FWS in Handshake. After **June 5, 2024**, supervisors may begin to submit the **Federal Work-Study New Hire Form** to hire applicants. **Due to anticipated FAFSA delays, applications may not arrive until after this date. Supervisors should check their inboxes weekly to look out for applications throughout the summer.**

Important Dates Cont.

AUGUST 21

First Day of On-Campus Classes — First day of classes for on-campus students. This is also the first day that Federal Work-Study students can begin work!

STUDENT EMPLOYEE APPRECIATION TIPS

Student employees are an essential part of West Virginia University's operations each and every year. Take this opportunity to show your student workers that they are a valuable part of your team, and continue to use these ideas to show appreciation throughout the year.



Surprise them with a workspace that has been decorated with streamers, balloons, or a special banner.

Give them a special shout-out in the staff group chat or Teams channel and celebrate all they have accomplished this year.



Buy them a cup of coffee or a cafe treat, or send them a gift card to use at a spot that is convenient to them.

Write them a note about how they have contributed to your team and how much you appreciate the work they put in.



PAY CYCLE SCHEDULE

Pay Cycle	Pay Day
<i>April 7 - April 20</i>	<i>May 3</i>
<i>April 21 - May 4</i>	<i>May 17</i>
<i>May 5 - May 18</i>	<i>May 31</i>
<i>May 19 - June 1</i>	<i>June 14</i>
<i>June 2 - June 15</i>	<i>June 28</i>
<i>June 16 - June 29</i>	<i>July 12</i>
<i>June 30 - July 13</i>	<i>July 26</i>
<i>July 14 - July 27</i>	<i>August 9</i>
<i>July 28 - August 10</i>	<i>August 23</i>
<i>August 11 - August 24</i>	<i>September 6</i>
<i>August 25 - September 7</i>	<i>September 20</i>

SUPERVISOR RESOURCES AVAILABLE

- [Federal Work-Study Home](#)
- [Hiring an FWS Student](#)
- [Managing an FWS Position](#)
- [FWS Supervisor Forms](#)
- [WVU Supervisor Assessment](#)
- [Federal Work-Study New Hire Form](#)
- [WVU Career Services Home](#)
- [Student Employment](#)
- [Other Supervisor Resources](#)
- [Student Employee Evaluation Form](#)
- [Student Employee Handbook](#)
- [Student Worker Spotlight](#)

Student Employees of the Year

Undergraduate Student Finalists

Remeri McClanahan, *Morgantown Campus*

Remeri was nominated by their supervisor Carla Brigandi for their work as an Undergraduate Research Assistant on the Project Appalachian Coders grant team. As an active researcher for this 5-year initiative funded project, Remeri has assisted in finding improvements to computational thinking in elementary school students living in rural, low-income, and low-education Appalachian communities.

Timothy Trader, *Beckley Campus*

Timothy was nominated by their supervisor Susan Wood for their Student Worker position within WVU Tech Beckley's Career Services unit. Timothy has contributed many ideas and innovations to Career Services processes, including the creation and implementation of a Career Closet. Furthermore, Timothy has thought outside of the box and is currently working with two other students to create an app for the Career Closet to extend its resources to students across campus.

Hunter Turner, *Keyser Campus*

Hunter was nominated by their supervisor Mandi Larkin for their work as an Athletic Department Assistant within WVU Potomac State's Athletic Department. Hunter has gone above and beyond in his role training new student workers and creating cheat sheets to assist staff with game day operations. Hunter has also enhanced the athletics live stream as The Voice of the Catamounts, where he takes pride in speaking with coaches and athletes to cover every contest.

Graduate Student Finalists

Katie Kline

Katie was nominated by their supervisor Megan Bucheit for their graduate position as a Program Assistant for New Student Orientation. As a previous Orientation Leader, Katie has excelled in interacting with prospective students, families, and their peers. As a program assistant, Katie's leadership has provided guidance throughout New Student Orientation programming and planning.

Student Employees of the Year

Graduate Student Finalists Cont.

Md Ala Uddin

Ala Uddin was nominated by their supervisor Dr. Yoojung Yoon for their Graduate Research Assistant position within the Civil and Environmental Engineering department. Ala Uddin has been involved in several funded research projects and has dedicated time to enhance and learn high-level research skills to assist with their role. One enhancement that Ala Uddin has made to their research team is the development of a novel approach to evaluating the physical conditions of bridge decks by integrating crack concentration on concrete bridge decks.



Hunter Turner



Katie Kline



Md Ala Uddin



Remeri McClanahan

Each of these student's have gone above and beyond in their roles which have allowed the institution to reach new heights. These students have excelled in their areas by providing exceptional support to their respective units such as athletics, research, and administration to name a few. We thank all supervisors for their nominations this year and we look forward to announcing our undergraduate and graduate student employee of the year winners in April. - *Student Employee of the Year Committee*

