



MASEA Monitor

Patti's Pearls



by Patti Beck

I don't know about you, but it is hard for me to believe that Thanksgiving is upon us and the winter holidays just around the corner. It seems as though folks were just in the midst of planning a 4th of July gathering or heading out for "back to school shopping" and now those occasions are already months past.

The onset of fewer daylight hours and colder temperatures beacon us to enjoy a slower pace. However, we often get so caught up in the busyness of preparing for the upcoming holi-

day season that we fail to fully appreciate this time and its true meaning. This year, in the midst of the hustle and



bustle of holiday preparations, I hope you as well as I will take the time to slow our pace, to reflect, renew, and ponder our blessings.

This Thanksgiving and

holiday season, I will be counting my association with all of you through MASEA as a reason to be thankful – thankful that I have had the opportunity to meet so many great student employment professionals - individuals that not only have willingly shared insight to help me in my career and professional growth, but whom I have come to know as friends.

Happy Holidays to you and yours,

Patti

NSEA NEWS!

By Cathy Taylor

The National Student Employment Association (NSEA) is proud to announce its new "Career Center" which may be found at www.nsea.info. The Career Center enables colleges and universities to post jobs for 60 days for only \$75!

NSEA's new Career Center site makes recruiting easy. Human Resource departments from colleges and universities country-wide may now post jobs and search resumes from 300 of the internet's

leading niche job boards all from our Career Center site, which will provide you with access to quality passive job seekers as well.

Please feel free to contact me for further information regarding job postings

and applicant access. We are extremely proud of our new site and would be happy to provide you with more information.

Cathy Taylor

Director – Membership, National Student Employment Association

MASEA – President-Elect

Assistant Director of Student Employment

The Career Center

DePaul University

Chicago, IL



Dial "M" for Minneapolis

by Mary Raider

Are you missing your MASEA friends? If so, start planning on meeting at the 2007 MASEA conference. Join in on the fun at the MASEA regional conference, May 23-25, 2007 in Minneapolis.

The theme for this conference is "A MASEA Home Companion~ Where the sessions are strong, the members are good looking and the networking opportunities are above average."

The Embassy Suites Hotel Minneapolis Airport will be the location for all the fun! The hotel is located just a few short blocks from the airport (free shuttle!) and is within walking distance of the Mall of America! (free shuttle so you can visit more often!) All the rooms in the hotel are suites and there are many other amenities offered for your stay.

Conference attendees may also take the public transportation system know as the "Tran" to downtown Minneapolis for dinner and sightseeing.



Mark your calendars now and begin thinking about how you can be involved. Volunteers are needed for the following areas:

Session presenters—Think of new projects you have implemented at your college or university, shortcuts you have devised to save time and energy, insights you have had about how to deal more effectively with student workers, or present on a topic that you haven't seen offered before! If you would like to be part of a roundtable discussion, please select a topic and think of colleagues that would be interested in working with you. It could be fun to plan and present!

Moderator Chair—One moderator is needed for every presentation, so please take the time to volunteer for one session.

You'll be glad you did!

Hospitality Chair—plan fun events for the conference, like meeting in groups for dinner and shopping excursions.

Entertainment Chair—decide on activities for the conference that blend with the theme. Have fun with this committee whether you are wildly creative or a real stickler for details. Everyone is invited to volunteer!



Silent Auction Chair—organize, plan and promote this activity to benefit a local charity. What a great opportunity for those community minded members who have a gift for organization. This is a win/win activity as MASEA members have a chance to get great deals while the community benefits!

Registration Chair—work with volunteers to assist members in signing in, answering questions and being the friendly, welcoming face of the MASEA organization.

Evaluation Chair—Copy, distribute and collect evaluations from each session. The gathered data is then entered into an Excel spreadsheet and distributed to the appropriate presenter. The spreadsheet with all the formulas is already created for you!

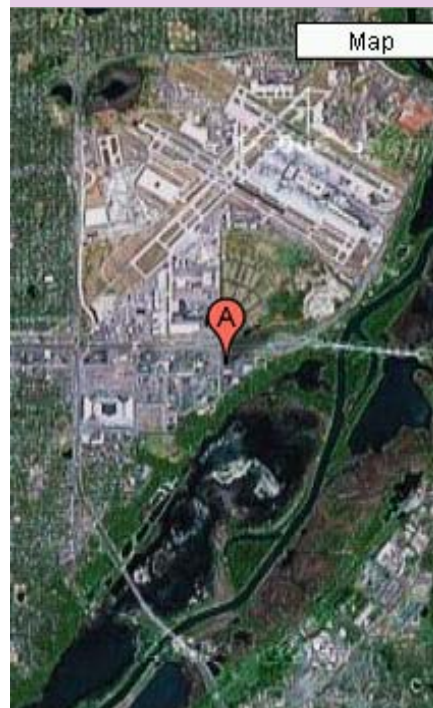
Volunteer today! We would love to hear your ideas and feedback!

To volunteer or register for the conference, contact Mary Raider at mary.raider@eku.edu or 859.622.8649.



Minneapolis, the "City of Lakes" lies on the western side of the Mississippi River. It is a particularly vibrant, bustling and clean city, full of modern skyscrapers and high-rise buildings which are often linked by Skyways. Minneapolis is situated in the state of Minnesota, just 10 miles from downtown St. Paul, its "twin city".

Minneapolis and St. Paul are home to some truly superb museums which are full of information about the history of the "twin cities". Minneapolis features one of America's most active fine arts and theater communities. With many enormous lakes and spreading parklands in the city suburbs, Minneapolis has become a thriving tourist destination.



The Best Program Ever—SEOTY!

By Karen Hollebeck

The advantages of membership in MASEA are many, but the best one is the opportunity to participate in the Student Employee of the Year Program.

The Student Employee of the Year program began as a pilot program in the Northeast Association under the leadership of Charly Totoro of the Rhode Island Higher Education Assistance Authority. Like many of the important and enduring ideas in our association, the idea for the Student Employee of the Year was born at Princeton University. In the early summer of 1987 during Charly Totoro's president-elect year for NEASEA and Bill Ramsay's president-elect year for National, Bill and Charly had a conversation while walking to lunch at a National Board meeting. Among the items of discussion was the most effective use of the new UPS grant funds. In that context Bill said something that triggered a spark. He said, "We should be able to find a way to acknowledge our students."

By the time they had finished lunch, Charly had suggested that NEASEA pilot a project if National would help with the expenses out of the new grant funds. Every presidency of an organization has a signature project or event; the one thing that, if by no other momentum, than by the sheer will of the president will be a success. Charly was determined that some type of Student Employee of the Year selection would be the signature and the legacy of his presidency.

With the blessing of NASEA, NEASEA went on to establish a program for itself and as a model which has been copied by other regions and after some years incorporated into a national student employee recognition system. NEASEA worked out, tested and modified criteria, policies and procedures. The system includes institutional selection and recognition of their exemplary students and then nomination for state or regional recognition. Following state and regional selections and recognition, the winner from each region is considered for the National Award and invited to the next annual

conference for national recognition and award.

Student employees recognized, at all levels, have represented awe inspiring accomplishments through their student work assignments. They have demonstrated leadership, inspiration, responsibility, skills and hard work far beyond what one tends to expect of students while engaged in a college program. And they have done so in many different areas of endeavor in all parts of the country.

The first NEASEA SEOTY award was presented in 1988. In 1995, the other three regions participated in the SEOTY program and the first national SEOTY was presented.

And now you can participate in this exciting program through your MASEA membership. If you are also an NSEA member and would like to establish a SEOTY competition on your campus, please check out the generous grant option from that group:

http://nseastudemp.org/seoty_grant.asp

If you already have a SEOTY program in place, consider making improvements each year. Create a "theme" that students can relate to and include it in your advertising of the program. Use the theme in procuring financial underwriters for your competition, in your on-campus promotions and with your student supervisors.

On December 1, 2006, you will receive an email containing the necessary forms for SEOTY 2007. Following is an outline of the documents and their importance to the program:

COVER LETTER

This attachment outlines the basics of the program. It provides information on the other attachments, the timeframe for the program, and the address for submitting your college's nomi-

nation.

TIME FRAME

Make sure you comply with all listed dates as a very tight turn-around time means no exceptions can be made.

2007 GUIDELINES

This attachment outlines the eligibility requirements for the student workers nominated by your college or university. Please note the specific forms you need to submit and the deadlines. Also note the awards and the standards by which they will be judged.

NOMINATION FORM

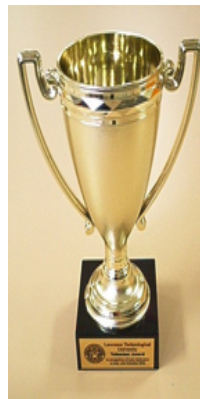
The important thing to realize about this form is that it requires information about the nominated student (PART A) plus an attached nomination letter (PART B). PART B also necessitates completing information about the nominator. Please make sure only one nomination letter is attached, as that is all that will be considered.

When distributing this form at your college, please remember to insert the date the nomination needs to be submitted to your office so that you can meet the deadline of February 23, 2007. You may want to give yourself at least one week to assemble your readers and decide on your campus winner. You will also need to insert information about returning the form. Make sure it is specific for your campus.

RATING SYSTEM

You may distribute the nomination forms and letters to your campus readers with the attached rating sheet and upon return, calculate the scores and determine the winner. I like to ask 5 readers, distribute the information to them and then arrange for a campus lunch where we discuss each reader's selections and complete the rankings. I do not announce the winner until National Student Employment Week.

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We're on the web!
www.masea.org

The Best Program Ever—SEOTY! (continued)

TABULATION SHEET

Use this form if it is helpful. It is not mandatory.

SELECTEE FORM

Once your campus winner is selected, complete this form and submit as directed.

ACTIVITY AND PUBLICITY SHEET

This sheet has many suggestions on how to make Student Employee of the Year a special time on your college campus. You may add your own creative touches by promoting campus activities, recognizing student employees in general and asking your college's president to issue awards to outstanding student workers. Whether you plan activities yourself, or empower a campus committee, have fun with the program and make recognizing student workers a yearly event on your campus.



Tips for Supervisors by Karen Hollebeek

A primary objective of every supervisor and manager should be to establish a working environment where student employees feel they are treated fairly, and can communicate openly with management. Early in the employment process supervisors should express their expectations both verbally and in a written format. Be up-front and honest about the requirements and the consequences of not living up to the expectations.

It is also helpful to outline the process of disciplinary action with student workers. Let them know if you will give a verbal warning followed by a written warning and then dismissal. Let them know if you will allow them to improve their performance once you have discussed the problem with them.

It is never easy to dismiss a

student worker, but when a clear policy is in place and the student and the supervisor understand that infractions of the expectations could lead to dismissal, the process will not be a surprise to anyone.



It is also a supervisor's job to recognize potential disciplinary problems at an early stage, and to take the necessary action to assist the employee in correcting the problem. If, however, the problem is not corrected, supervisors and managers are further relied upon to take appropriate disciplinary action.

This process may be a learning experience for the supervisor as well as the student.

I attended a session entitled "A toolkit for Supervising Students" which was presented by Amy Suter from Texas A&M University at the recent NSEA Conference in Kansas City. She out-

lined several excellent key areas to keep in mind when supervising student workers:

- Expectations
- Orientation and training
- Daily supervising
- Retaining and motivating
- Performance reviews
- Disciplinary issues
- Dismissal

I really appreciated her presentation and marveled at the simplicity of the process. She included the "Statement of Understanding" each student was required to sign at the onset of employment for the same document was used when problems arose. If you have a training session that has worked well on your campus, please consider sharing it at the next MASEA conference!