



Official Newsletter of MASEA

Midwest Association of Student Employment Administrators Mission

- To improve the professional services of those administrators and counselors who assist post-secondary students in securing employment.
- To inform members of trends in employment.
- To exchange ideas relative to the administration of student employment services.
- To serve effectively the interests and needs of students who desire employment to finance their education.
- To facilitate communications between educational institutions and employers of students.
- To encourage and promote educational programs which provide an opportunity for development of the individual student through an employment experience.

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MIDWEST ASSOCIATION OF STUDENT EMPLOYMENT ADMINISTRATORS

Fall 2007

President's Points

Welcome to a new academic year! My name is Cathy Taylor, and I am the Assistant Director of Student Employment at DePaul University located in the heart of downtown Chicago. DePaul is the nation's largest private Catholic institution. I am also your MASEA president for the 07-08 year, and I look forward to working with you.

I have worked in Student Employment for approximately four years, and have served on the NSEA board for most of that time. I am currently NSEA President-Elect, and hope to bring many of the things that I have learned from my national board experience to our region.

I hope your new academic year is going well, and that you find MASEA as a valuable resource for your Student Employment program. Our board is ready to work very hard for you to make the Association your primary source for professional development.

We are working on the details of our June 2008 conference in Grand Rapids, have created a MASEA blog at www.masea.org, and are working on many other ways for members to network while making friends along the way.

As a regional SEE Trainer, I can also coordinate a SEE Training in your area, in addition to the SEE Training that will be offered in Grand Rapids.

If that is something your institution is interested in, please contact me for that or any other MASEA-related business.

Thank you for being part of a really great regional association and for helping to make MASEA strong.

Cathy Taylor

Save the Date!

**MASEA Annual Conference,
June 18-20, 2008
SEE Training, June 16 & 17
Amway Grand Plaza Hotel
Grand Rapids, MI**

Conference 2008 —

Light the World, One Student at a Time

The MASEA 2008 conference will be held in Grand Rapids, Michigan, beginning with SEE training on June 16 and 17. General sessions begin on June 18 and the closing session will be held on Friday morning, June 20.

The beautiful and historic Amway Grand Plaza Hotel has been reserved and a host of meaningful workshops will be yours for the choosing.

The conference committee is planning an evening at nearby Saugatuck, the oldest resort and tourist community

on the Sunset Coast of Lake Michigan. The area has been a popular vacation destination since the 1880s. Today, it provides a host of year-round attractions, annual events, great dining, shopping, and outdoor recreation.

Join MASEA in Grand Rapids, meet your student employment colleagues, experience interesting networking opportunities, and learn how you can light the way for your student employees.

Watch for more information on our website, or contact

committee chair, Becky Wendt at wendtb@uwgb.edu.



Question:

How do members get the most out of their MASEA membership?

Answer:

Get involved.

All MASEA members are encouraged to become as involved as they would like:

Attend Student Employment Essentials (SEE) training at our annual conference.

Contact the conference chair (wendtb@uwgb.edu) to see how you can help out at the conference.

Present a workshop.

Write an article for the newsletter to share your ideas.

Recruit a colleague.

Read nominations for SEOTY awards (p.m.odonnell@csuohio.edu).

Visit the MASEA blog.

Nominate members for other MASEA annual awards.

Contact any officer to learn how you can get more involved.

Techno Update—To Blog or not to Blog

Provided by Heather Muller, Dakota State University

Dakota State University has a student body of approximately 2300. Our Student Employment is run out of the Career Services Center. We wanted to do something that could be used to get all sorts of information to our students in a fun, yet informative, way.

Working with my student assistant we found that starting a blog was super easy and just what we needed to be in sync with today's technology.

We used www.blogger.com and created a free blog in

three easy steps. You can choose from different templates and customize your blog as you choose.

We were able to add a free hit counter by going to www.site-meter.com and following the steps provided. In the first two weeks, we had 144 hits!

We plan on introducing a different topic each month, including interviewing, networking, resumes, etc. You can pick topics of interest to your department and your students.

You can allow all visitors to post on your blog or you may want to restrict postings to employees or others that you invite as writers.

We hope you visit our blog at www.dayinanddayoutwithcrystalandheather.blogspot.com. If you have any questions about starting a blog, please email me at heather.muller@dsu.edu.

(Visit the new MASEA blog at www.masea.org, too!)

MASEA Members are Winners at Regional Conference

At the 2007 conference held in Minneapolis (MN) the following MASEA members were recognized for their outstanding service:

Cheri Lenz Award

Ann Wessman, Assistant Director for Student Financial Aid at Iowa State University was awarded a plaque for the Cheri Lenz Award. Cheri Lenz is recognized as the founding president of MASEA and this award is given annually to an individual with a long history of dedicated service in Student Employment. Ann Wessman, former Vice President for Professional Development and President of MASEA, was an obvious choice as the association thrived under her active service and excellent leadership.

The President's Award

Past President, Patti Beck, presented a clock as the Presi-

dent's Award to **Karen Hollebeck**. Karen serves as the Student Employment Manager at Calvin College (MI). Karen was recognized for her many outstanding contributions to MASEA, including her willingness to serve on conference panels and coordinate hospitality functions. In addition, Karen served as Secretary of the Board 2005-2007. In this capacity Karen's creativity breathed new life in the MASEA Newsletter and other printed materials.

Outstanding Service Award

George Eskro, Associate Director of Career Services and Student Employment at Western Michigan University was recognized for his years of outstanding service. George was nominated for providing valuable contributions to conferences and programs, his SEE training efforts, and for

his excellence in numerous leadership positions.

Best of MASEA Award

The Best of MASEA award was presented to **Cheryl Dove** for her conference presentation, "Career Portfolio: Building a Master Artifact." Cheryl serves the student employment and career services needs of students at Wayne State University (MI). As the recipient of this award Cheryl received \$250 from MASEA and \$250 from NSEA to present this program at the NSEA Annual Conference in San Diego, November 2007.

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To nominate candidates for 2008 awards, please contact Patti Beck, at pbeck@findlay.edu. This year's awards will be presented at the Grand Rapids Conference in June.

**2007 2008
MASEA BOARD**

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**Contact any board
member to express your
ideas or to get more
involved in MASEA.**

www.masea.org

MASEA Member Highlights

Say hello to these interesting MASEA members:

Nancy Carroll, is a Student Employment Specialist at the College of DuPage. At COD, student employment is handled through the Human Resources Department.

The College of DuPage employs over 400 student employees. All functions of student employment are handled through the Human Resources office—applications, pre-screening, hiring, scheduling of background checks, physicals, and payroll.

Nancy shared this unique insight into her job, "One of the things I enjoy most about my job is the large, diverse international population at COD. Student employees often stop by my office to share their work and personal successes. I placed a large world map on my office wall so students could place a pin in their home country and town. I learn much from them while helping them experience our culture and a positive work experience."

* * * *

Connie Nunamaker is a Coordinator of Career Services and Student Employment at Wright State University (OH). At WSU there are over 1800 students working on campus during the academic year.

Connie, who has 29 years of student employment experience, says "Working in Student Employment is one of the most rewarding positions on campus. Each fall young freshmen enter the university, maturing over the years and graduating as adult men and women."

Some freshmen have never had a job before. Working on campus is their first job and Connie wants that to be a rewarding experience. "I enjoy the relationships that I develop with some of the students. I have met students from all over the world."

* * * *

Amanda Sterling began her role as the Manager of Recruitment and Student Employment in February of 2007. A new position at Dominican University, the Manager of Recruitment and Student Employment is a member of the Human Resources staff. Amanda is responsible for managing the student employment process at Dominican, which actively employs over 400 students. Amanda organized Dominican

University's first on-campus job fair this fall to replace the placement system used in the past. Amanda also developed and presented mandatory student employment orientation sessions to educate the university's student workers about topics such as FERPA and customer service.

Amanda earned a Bachelor of Science in Business from Indiana University and a Master of Science in College Student Personnel from Western Illinois University. Prior to taking her current position, Amanda served as a Residence Hall Director at Dominican and a Human Resources Generalist for a small security firm. Dominican University is located in River Forest, Illinois—about 10 miles from downtown Chicago. Dominican is a private Catholic University with an enrollment of approximately 3,300 students.

**NO,
IT'S NOT TOO LATE**

**To plan to attend the
33rd Annual
National Conference on
Work and the
College Student**

**October 22 - 25, 2007 -
Catamaran Hotel
Resort & Spa,
San Diego, CA**

[http://www.nsea.info/
conferences.asp](http://www.nsea.info/conferences.asp)

**Student Employment
Thought for the Season**

*As precious as knowledge
itself, is the learning.*

*As precious as any reward,
is the earning.*

- John Gray

Coming next issue....

**Oh, those confusing
summer guidelines.**

**How does your college/
university handle summer
student employment?**

**To provide input, email
p.m.odonnell@csuohio.edu**

**MASEA
Member Institutions**

Baldwin Wallace College
Ball State University
Calvin College
Carleton College
Cleveland State University
College of DuPage
College of Mt St Joseph
College of St Benedict/
St Johns University
Columbia College, Chicago
Dakota State University
Delta College
DePaul University Inst
Dominican University
Eastern Kentucky Univ
Edgewood Collee
Grand Valley State Univ
Hamilton College
Hawkeye Community Col
Iowa State University
John A. Logan College
John Carroll University
Kentucky State University
Macalester College
Marquette University
Michigan State University
Oakland University
Owens Community Col
Park University
Purdue University
Southern Illinois University
Spring Arbor University
Ohio State University
University of Findlay
Univ of Central Missouri
University of Cincinnati
University of Dayton
Univ of Indianapolis
Univ of Minnesota Duluth
Univ of Missouri KC
Univ of Northern Iowa
Univ of Wisconsin
Wright State University

Welcome These New Members to MASEA

Gisella Baker -
Hawkeye Community Col-
lege (IA)

Beth Andersen -
Central College (IA)

Bobbi Jackson -
Hamilton College (IA)

Catherine Berrahou -
Oakland University (MI)

Cindy Hermsen -
Oakland University (MI)

Roger Maki-Schramm -
Oakland University (MI)

Mary Cox -
Univ of Northern Iowa (IA)

Karen Moore -
Kentucky State Univ (KY)

Amanda Sterling -
Dominican University (IL)

Anna Barner -
Michigan State Univ (MI)

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**Confidentially
Speaking**

How does your institution handle the issue of confidentiality and student workers? Here are some suggestions...

- During the hire process, each student worker should be informed about the importance of confidentiality.
- Having the student sign a confidentiality statement reinforces the importance and provides you with a valuable record.
- Reinforcing the issue of confidentiality during every evaluation provides another good reminder.

Clueless About Dress Codes

Most institutions do not have a uniform dress code and it is often up to individual departments to communicate what appropriate dress and hygiene is.

Business casual dress is generally appropriate for most departments on most days, although certain activities may warrant something more formal, as when guests are expected, or more casual, when moving is the plan for the day.

Although we understand that our students may not have funds to purchase new clothes to wear to work, clean, pressed, and appropriate dress should be expected to help students begin to dress appropriately for a professional environment.

Generally appropriate business casual dress includes open collar shirts, polo or

golf shirts, dress slacks, trousers, casual pants (e.g. Dockers), casual skirts, casual blouses, sweaters, loafers, and other nice casual wear.

Generally inappropriate office wear includes tee shirts (especially with erotic, violent or other distracting themes), torn clothes, sweatshirts, shorts. Tight fitting and/or low-cut and revealing tops (and bottoms) should be avoided. Underclothing should never be visible in the workplace. Headwear (hats, caps, visors, sweatbands, or bandanas), except for religious head coverings, should also be discouraged.

Appropriate cleanliness and hygiene should also be expected. While this can be a very sensitive issue to broach, we do our students no favor

by ignoring this or any other behavior that is inappropriate in the world of work.

Setting standards up front, on the first day on the job, helps to make facilitating change easier.

You may want to provide your student workers a hand out upon hiring and include compliance to your dress

