The IUPUI Office of Student Employment serves as a departmental and supervisor’s partner in creating and maximizing student employment opportunities through delivering comprehensive coaching, consulting, and training on:

- Recruiting, hiring, orienting, and training student employees
- Planning, budgeting, and creating academically relevant positions
- Leveraging and navigating the Federal Work-Study Program and process
- Supervising, engaging, and managing student employees

**On-Campus Employer Services Details:** As a current or prospective on-campus employer, you are invited to receive the following specific services upon request, free of charge, by contacting Craig Pelka, Assistant Director of Student Employment & Assessment, at cpelka@iupui.edu or (317) 278-2894.

**Planning and Budgeting:**
- Guidance on timelines and deadlines affecting student employment at IUPUI, including recommended recruitment and hiring timeframes and dates related to employing students who have a Federal Work-Study award.
- Opportunities to offset the financial cost to your department for employing students, including leveraging the Federal Work-Study Program and the IUPUI Work Initiative Program.
- Wage setting recommendations to ensure compliance with IU policies and to appropriately compensate students based on level of responsibility.

**Creating Academically Relevant Positions:**
- Direction for designing student positions at an appropriate level which meet departmental needs and create a challenging and valuable college work experience for students.
- Coaching to craft a detailed and accurate position description which captures responsibilities and highlights transferrable skills gained in the role.
- Review of and feedback on new or existing student employee position descriptions.

**Recruiting and Hiring:**
- Guidance on developing an intentional job posting to attract high-quality student candidates.
- Support in marketing your available positions to the student body through the JagJobs job posting system, social media outlets, recruiting events, and direct coordination with our existing student services and programs.
- Strategies for screening application materials to objectively and intentionally select quality interview candidates.
- Interview structure planning and guidance, as well as assistance selecting the most qualified student candidate(s).
- Navigation through the process of hiring IUPUI student employees, including students who have a Federal Work-Study award.

**Orienting and Training:**
- Recommendations for developing a comprehensive orientation experience for new student employees including timelines, topics, and leveraging existing resources.
- Guidance for ensuring training and professional development activities are rooted in the student employee experience, including compliance with IU policies/procedures and training/professional development on soft-skills.

**Supervising and Engaging:**
- Coaching for supervisors on best practices, approaches, and techniques for supervising student employees.
- Guidance for understanding and remaining in compliance with IU policies and procedures related to employing students.
- Strategies for recognizing, engaging and appreciation student employees and their contributions to departments.
- Recommendations for off-boarding student employees leaving their positions, including termination/separation processing.

**Managing Student Employee Performance:**
- Coaching through addressing and mediating situational student employee performance and conduct issues.
- Recommendations for designing, customizing, and implementing student employee performance management processes and tools, including evaluations and conversation tips to highlight enhanced academic and professional growth.
- Referrals to campus resources to best address student employee performance and employee relations concerns.