

**POLICY & PROCEDURES MEMORANDUM**

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<b>TITLE:</b>	<b>STUDENT EMPLOYMENT SERVICES</b>
<b>EFFECTIVE DATE:</b>	February 27, 1996* <i>(*Title Updates 6/7/12; 2/24/05)</i>
<b>CANCELLATION:</b>	none
<b>CATEGORY:</b>	Student (SA)

**POLICY STATEMENT**

The College's student employment services offices help individuals in their transition into the job market by providing a variety of opportunities before, during, and after their enrollment at Delgado. The offices serve currently enrolled students, as well as alumni. Support is also provided to faculty and staff through classroom presentations and staff development activities.

**SPECIFIC INFORMATION**

1. **Purpose**

To establish the role of the College's student employment services offices.

2. **Scope and Applicability**

This policy and procedures memorandum applies to the students, faculty, staff, and alumni of Delgado Community College.

3. **Background**

The basic philosophy of these offices is to offer assistance to candidates for employment in their search for the right job--not just the next job. In the mobile corporate community, employees will continue to move from job to job in hopes of upgrading their employment status. Therefore, it is incumbent upon the College's student employment services offices to educate individuals in essential job readiness skills that will enhance their potential as they seek to advance in their chosen career. Although student employment services offices frequently provide the initial introduction into the job market, the offices cannot measure success solely in the number of placements that are rendered.

Moreover, while a quantity of higher paying jobs is listed with the student employment services offices, a large portion of the listings seeks entry level, part-time, and temporary employees. As a result, student employment services offices must provide training as the core of its mission. The complement of additional services offered helps individuals assimilate aspects necessary to become well-rounded candidates for employment.

4. **Services**

The work of the student employment services offices complements and carries through to fruition the career development services offered by the College. Prospective employers channel direct job listings through student employment services offices, conduct on-campus interviewing/recruiting through the offices, and attend on-campus job fairs. Both the career development services and the student employment services offices require employers to provide a policy statement to the College attesting to their nondiscriminatory employment and hiring policies and practices. Resume preparation, training for student employees working on campus, interviewing skills development workshops, and job search strategy assistance are among the other services available. The offices use online resources to better serve a larger group of students in their job searches.

5. **Data Collection**

Student employment services offices collect data on the status of each individual who is using the services of the office and is actively seeking employment. This information serves as a random sample of the number of positions filled and students placed in positions for the semester.

*Review Process:*

Student Affairs Council 11/16/95  
Executive Council 2/27/96

*Distribution:*

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