

STUDENT EMPLOYMENT SUPERVISOR 101
LEAP Short Term Action Summary Report-- Spring 2014

LEAP Workshop Year: 2014 Action dates: Spring 2014 (Action Plan Results)	For more information, contact: Lt. Faye Schouten 262-472-1429 schoutef@uww.edu
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General Goal:

Team Vision: To create uniformity across campus for student employment supervisors by providing training resources that utilize multiple communication tools.

LEAP and Inclusive Excellence Initiatives: Our LEAP team is unique in that we will be indirectly working on the requested initiatives. Our group project will be identifying full-time employees and graduate students that work directly with students on a day-to-day basis. We will identify those employees and their training needs. Our goal is to educate all student employment supervisors in both the LEAP and Inclusive Excellence Initiatives. We will incorporate Essential Learning Outcomes and the Principles of Excellence within our training modules. We will educate the student supervisors to use high-impact practices and Inclusive Excellence in their daily work with students.

Planned Actions:

1. **Goal: Analyze current student employment supervisory resources and locations of resources**
 - a. Action: look at website(s), paper documents and handbooks
 - i. Hawk Jobs
2. **Goal: Define our target audience (i.e. who are the student supervisors, trainers, daily contacts)**
 - a. Action: Define – what is a student supervisor
3. **Goal: Assess training needs of currently identified “student supervisors” and newly defined supervisors**
 - a. Action:
 - i. Review existing survey that was sent out in Fall 2013
 - ii. Create a needs assessment survey for newly defined student supervisors
4. **Goal: Collaborate to create a student supervisor training “game”**
 - a. Action: Collaborate with Gaming Department to possibly create a student internship to develop a “training game” that can be utilized by student supervisors as a training resource.

Deliverables, Completed Actions:

1. **Goal: Analyze current student employment supervisory resources and locations of resources**
 - Reviewed the current student employment website (<http://www.uww.edu/hawkjobs>). Determined that the site needed additional information and tools for student supervisors.
 - Met with other student employment LEAP teams on May 8th
 - Gained administrative access to the student employment website and added sample student position descriptions and student evaluation templates
2. **Goal: Define our target audience (i.e. who are the student supervisors, trainers, daily contacts)**
 - a. Action: Define – what is a student supervisor
 - Created updated contact list and added supervisory roles to the contact list
 - Through the survey we defined supervisor activities

3. Goal: Assess training needs of currently identified “student supervisors” and newly defined supervisors

a. Action:

- Reviewed existing survey that was sent out in Fall 2013
- Created a needs assessment survey for newly defined student supervisors
 - Created and administered a survey to student employment supervisors at student employment supervisor forum. Committee representatives attended each session to address any questions
- Analyzed survey topics – duties, training and comments

4. Goal: Collaborate to create a student supervisor training “game”

a. Action: Collaborate with Gaming Department to possibly create a student internship to develop a “training game” that can be utilized by student supervisors as a training resource.

- No action needed because there was no an interest based on the survey we conducted.

Notes:

Reported back to Student Employment Advisory Committee

Participated in art gallery exhibit April 16-30. Staffed and provided an interactive survey on April 25th

Collaborated with another student employment LEAP team regarding information on first time managers

Presented to the May LEAP workshop to student supervisors in attendance