



Work Study 101

Get ready to rock your
on-campus job!



The Basics

Show up on time

Ask your supervisor what to do and how things work

Dress appropriately

Do all the work assigned to you then offer to do more

Ask questions

You can't do your job if you
don't know what it is

It is better to ask questions
than to do it wrong

Show up on time

ON TIME MEANS READY TO WORK AT THE BEGINING OF YOUR SHIFT. IT REQUIRES THAT YOU COME THROUGH THE DOOR AND PUT YOUR STUFF DOWN BEFORE YOUR WORK TIME. IT IS NOT THE SAME AS WALKING THROUGH THE DOOR AT YOUR WORK TIME.








What if I'll be late or out?

Find out **WHO** to contact

Find out **HOW** to
contact them.

Find out **WHEN** to
contact them.



***Learn how to
use equipment
like phone,
copier etc.***



How do you use the phone?

What should I say when I answer?

How do I put someone on hold or transfer them?

What kind of calls are high priority?.





***Ask your
supervisor
how they want
you to dress.***



**ATHLETIC
CASUAL**



DONT WEAR THIS UNLESS YOU ARE IN A SPORTS OR EXERCISE JOB

CASUAL



**BUSINESS
CASUAL**



PROFESSIONAL






Do the work assigned

And then ask what *else* you can do to help



Work out your schedule



... and write it down, put it in
your calendar, email it to
yourself, take a picture of it...



Stuff to know, things to do



You CANNOT start working until you have received the magic email from Danielle.

Always clock in and clock out using TimeSheetX

You need to do FERPA training the FIRST day

Questions?



Go to aic.studentemployment.ngwebsolutions.com
there is lots of useful information there.

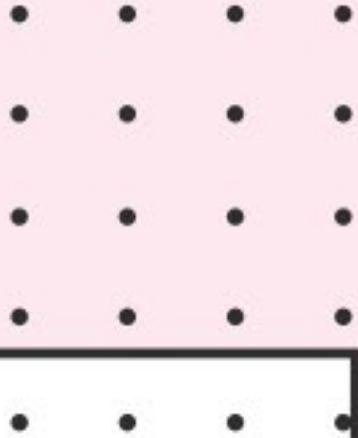
Ask your supervisor - they're really smart!

Contact the Saremi Center 413.654.1411
saremicenter@aic.edu or come to our office





All set - so what next?



Go here to complete the activity
https://www.educaplay.com/learning-resources/4903396-work_study_101.html

SUPER IMPORTANT:

Take a screen shot of the page you get when you finish the activity - you will have to upload it on a form!