

# Supervising and Developing On-Campus Student Employees

Workshop for Supervisors of Student Employees

*Would you like to learn how to engage and leverage the strengths of your student employees?*

*Wish you had the knowledge and skills needed to effectively coach your students?*

*Interested in implementing ready-made customizable training tools for your student employees?*

## **Previous participants have said:**

*"The program provided strategies for engaging my student employees and ways to have tough conversations that will aid the growth of our student employees."*

*"Now that I've attended this program, I imagine our students will receive more of a well-rounded experience along with training tools that will support their future career development."*

*"The instructors worked really well together and brought a wealth of student supervision experiences to share with us."*

**Tuesday,  
April 8, 2014**

**9:00 a.m. - 12:30 p.m.**

**UC Ballroom Lounge**

**Register on the web by**

**March 31<sup>st</sup> at:**

[www.umbc.edu/training](http://www.umbc.edu/training)

**Spaces are limited and pre-registration is required.**

An organization's greatest assets are the people who produce the products or services. Employee engagement in work activities is a critical factor in organizational success.

For student employees, methods of engagement need to begin early in their learning process so they can begin to draw the connections between their interests, strengths, and learning styles; their academic major; and the workplace. Their supervisor can play a valuable role in not only helping students learn about appropriate workplace behavior, but also helping them learn about themselves and their future career development.

In this workshop you will learn how to:

1. Coach student employees with regard to performance, skill building and future career planning with an emphasis on building effective communication skills.
2. Use tools to address common competencies needed by UMBC student employees, including time management and professional skills.
3. Develop your performance evaluation process for student employees including setting expectations and providing feedback.

## **Instructors:**

**Ben Goldberg** is the Assistant Director of Off-Campus Student Services. Training, supervising, and developing student employees have been among his primary (and favorite) responsibilities since coming to UMBC in 2008. He is interested in developing best practices in student employee development across campus.

**Christine Rutzahn** has over 15 years of professional experience in career development and experiential education and has recently become UMBC's Director of Career Services. She is passionate about helping others see their career potential and inspiring students to take action to achieve their career goals.

**Amy Sine** has been with UMBC since 2006 as the Assistant Director of Residential Life. She has spent over 12 years coordinating and facilitating training for graduate, professional and student employees. Amy has a passion for student leadership and organizational development and helping to provide opportunities for students to be successful.