Remote Work Recommendations for Student Employees

Remote work for student employees is best suited for jobs or tasks that require administrative, communication, research, and engagement through the use of technology and data.

**Suggested Assignments for Remote Student Employees:**

**Administrative:**
- Answer general emails and voicemail questions as a traditional front desk staff member
- Have seasoned student assistants participate in training and onboarding for new employees
- Students manage department accounts through various platforms (i.e. Handshake)

**Communication:**
- Maintain department online & social media platforms with current information
- Develop e-newsletters to send out regarding services
- Outreach to departmental constituents and community partners

**Technology:**
- Design print and web materials for marketing and branding initiatives for current or upcoming events
- Learn, demonstrate, and train the use of new technologies
- Video creation regarding department services

**Engagement:**
- Virtual coaching and mentoring meetings with students
- Participate in regular weekly meetings
- Host virtual “office hours” or a forum for drop-in questions

**Research/Benchmarking:**
- Review current policies for potential updating (i.e. remote and emergency procedures)
- Generate planning and transition documents for future semesters
- Market Research via telephone calls
- Benchmark and assessment based on office and departmental goals

**Suggested Tools for Remote Student Employees:**
- Microsoft 365: Teams and OneDrive
- WebEx: Video Conferencing tool
- Group Chat and Text Message Platforms
- Adobe Creative Cloud
- LinkedIn Learning: Video library for personal and professional development