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)
- Place reservations for items and resources needed in future semesters
- Create or revise Office Handbook for your department
- Enhance/edit student job descriptions
- Update manuals for each student position
- Review onboarding guide for student employees
- Update job training and onboarding guides

**Communication:**
- Maintain department online & social media platforms with current information
- Review department's website; create a document listing necessary changes and updates
- 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
- Enhance current department website

**Engagement:**
- Virtual coaching and mentoring meetings with students
- Participate in regular weekly meetings
- Host virtual “office hours” or a forum for drop-in questions
- Generate new opportunities to connect and collaborate with campus community
- Make a list of speakers or organizations that the department/office/university could connect with for events. This could then be used to bring in speakers or organizations to speak in classes or with student organizations and academics clubs
- Attend online trainings to improve skills and obtain certifications

**Research/Benchmarking:**
- Review current policies for potential updating (i.e. remote and emergency procedures)
- Generate planning and transition documents for future semesters
- Research for the betterment of the department and staff
- 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