

University of the District of Columbia
Division of Student Affairs
Career and Professional Development Center
THE STUDENT EMPLOYMENT PROGRAM (SEP)

The Student Employment Program (SEP) is designed to offer students an opportunity to use and develop their skills, creativity, and responsibility by applying concepts learned in the classroom to an employment environment and at the same time, providing a worthwhile service to the University. In addition, the program offers the student a great opportunity to obtain valuable skills from a University simulated employment search exercise. SEP is funded through matching funds allocated by the University in accordance with federal guidelines for financial assistance program.

Eligibility

Student participants of the program must be:

- Seeking an academic degree at the University which means currently enrolled in a degree granting program;
- Classified as a second semester undergraduate or graduate student (meaning must be a second semester freshman or sophomore, junior, senior, graduate student);
- Classified as a full-time student, enrolled in a minimum of 12 credits;
- In good academic standing 2.0 GPA or better; (must have 2.0 GPA cumulative and a 2.0 GPA for the prior semester, meaning Spring 2009 or Summer 2009)
- Without any current or pending University of the District of Columbia Code of Conduct violation(s);
- In possession of a valid Social Security card with work authorization in the United States.

Requirements

Student participants of the program must adhere to the following:

- Meet the eligibility requirements;
- Draft and submit a resume to the Career and Professional Development Center Bldg. 39, Suite 120;
- Complete and submit a SEP Worker application to the Office of Career Development Bldg. 39, Suite 120;
- *Participate in the interviewing stage/process of the SEP Employment Process;*
- *Attend the Career and Professional Development Center/UDC Office of Human Resources Orientation Session;*
- Attend and/or participate in the Career and Professional Development Center and/or Division of Student Affairs scheduled events.

Student Process

- Review SEP Eligibility and Requirements;
- Obtain a SEP Application;
- **Complete and submit the SEP Application, and a copy of your resume to the Career and Professional Development Center Bldg. 39 Suite 120 by 5:00 pm on Friday, September 4, 2009.**

***** NOTE:**

International Students can participate in the program, but must have a valid social security card with work authorization in the United States.

I have read and agree to follow the above eligibility requirements/process for the Student Employment Program (SEP).

Print Name

Signature

Date

**University of the District of Columbia
Division of Student Affairs
Career and Professional Development Center**

STUDENT EMPLOYMENT PROGRAM (SEP) PROCEDURES

STUDENT: Obtains work-site placement form & interview evaluation form from the Career and Professional Development Center, Building 39, Suite 120 before your interview date and; hand this form to the supervisor (or his/her designate) of the requesting SEP work site/office when you arrive for your interview. No interview will be conducted without the work-site placement form.

WORK-SITE/OFFICE: Career and Professional Development Center, a SEP Worker Request Form, completing a form for each SEP student worker requested (maximum 15 hrs. a week per student).

WORK-SITE/OFFICE: The supervisor (or his/her designate) interviews the student candidate; completes the work-site placement form and interview evaluation form after the interview is completed. A copy is retained for his/her records and the remaining copies are returned to the Career and Professional Development Center for all candidates including the successful candidate(s). No interview will be conducted without the work-site placement form.

Note: The first and second steps will be repeated until all available funded SEP worker slots have been filled.

Career and Professional Development Center: Upon receipt of a completed work-site placement form and if the student's SEP verification of eligibility is completed; the student's Request for Personnel Action (SF-52 or Form 52) will be completed and submitted to the Office of Human Resources. No exceptions.

HUMAN RESOURCES/CAREER AND PROFESSIONAL DEVELOPMENT CENTER: Will conduct an orientation for all placed SEP candidates (Thursday, September 24th 10:00 am or 3:00 pm). All placed SEP candidates must attend orientation and bring all required documents with them. Failure to comply will prevent you from reporting to your work-site and getting paid.

WORK-SITE/OFFICE: Successful SEP candidates who have completed the process may not report to the work-site until receipt of verification notification from the SEP Coordinator, Avetta White.

*****Note:** Request for revision of this placement or questions should be directed to Clifton L. Coates Sr., Director, Career and Professional Development Center (202) 274 – 6413 or (202) 274-6000.

I have read and agree to follow the above procedures for the Student Employment Program (SEP).

Print Name

Signature

Date

UDC STUDENT EMPLOYMENT PROGRAM APPLICATION

Date: _____

Last Name _____ First _____ MI _____

DOB _____ Major _____ Classification _____

Social Security # _____ Phone # _____ Alternate # _____

UDC Email Address _____ Alternate Email _____

Present Address: _____
Street _____

City _____ State _____ Zip Code _____

Check One: US Citizenship _____
 Permanent Resident _____
 Student Visa _____

Name of Office desired (optional) and/or Type of work Desired:

Identify Your Skills:

Clerical:

___ Filing ___ Faxing ___ Answer Phones ___ Handling Mail ___ Xeroxing ___ Typing wpm

Other _____

Computer Literacy:

___ Data Entry ___ Word Processing ___ Excel ___ Access ___ PowerPoint ___ Word Perfect

___ Lotus Notes Other _____

Technical:

___ Trouble Shoot ___ Install ___ Maintain ___ Configure ___ Upgrade ___ Test

Other _____

Mailroom:

___ Loading, Unloading ___ Sorting Mail and Packages ___ Mailroom Equipment

Other _____

Receptionist:

___ Greet Visitors ___ Receive Phone Calls ___ Provide Information ___ Refer Clients and Phone Calls

___ Take Clear Messages ___ Clear/Concise Command of Grammar ___ Office Intake/Counter Work

___ Customer Service Other _____

Writing:

___ Legal ___ Technical Draft Correspondence ___ Survey/contractual/Research ___ Marketing ___ Publishing

___ Newsletter ___ Printing Other _____

Tutorial:

___ Math ___ English ___ Spanish ___ Computer ___ Electrical ___ Mechanical

Other _____

