Managing Student Assistants
Jennifer Hughes, Michelle Lewis, & Lee Brown
Kimbel Library, Coastal Carolina University

http://www.coastal.edu/library/presentations/index.html
Email us: access@coastal.edu
Hiring and Training  Pre-2005

• 20 student assistants
• In house hiring process handled by “day” circulation supervisor
• One-on-one training by circulation supervisor on duty
• Began working on first day of class
• First week devoted to completing:
  – Hiring paper work
  – Tours of library and service point
  – Training manuals
Hiring

• Expanded library hours
• Increased to 70+ student assistants
• Online application process
  - 200+ applicants
• “Drop-in” interviews during 1st week of classes
• Hiring criteria
  - Work study status
  - Availability
  - Willingness to attend mandatory orientation
New SA Orientation

• New Student Assistant Orientation is held the Sunday after classes begin

• Orientation purpose
  – Complete hiring paperwork
  – Meet all (8) circulation supervisors
  – Tour library and service points
  – Introduce employment basic dos/don’ts
  – Finalize work schedules

• New SA’s start work the Monday after orientation
Training

• Supervisors oversee the training of all student assistants
  – Senior student assistants assist with training
  – Individual training checklist
  – Utilize training tools
    • LC Easy
    • Funbrain.com
Returning SA Orientation

• Mandatory re-orientation is held the Monday before classes begin

• Purpose of re-orientation
  – Confirm work schedules
  – Complete new contact information
  – Provide updates & changes
  – Reintegrate key policies

• Returning SA’s work the first week of school while the new SA’s are hired