

# The NOSE

The Newsletter from the Office of Student Employment



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And more!



## CURRENT JOB POSTINGS

Here are a few of the jobs that are currently on JobLink.  
Act quickly, because there's no saying how long they will be around for!

**STATE WORK STUDY:** [Legal Assistant- Seattle Biomedical Research Institute](#), [Market Media & Graphic Arts Specialist- Mercer Island Youth & Family Services](#), [Admin Assistant- Bellevue Community Services](#), [Wordpress Developer- Salmon Bay Technology](#)

**COMMUNITY WORK STUDY:** [Enrichment Assistant- Treehouse](#), [Job Coach/Community Mentor- Washington Initiative for Supported Employment](#)

**ON-CAMPUS:** [Student Services Representative- ASSP](#), [Dispatcher- Safety and Security](#)

**OFF CAMPUS AND NON-WORK STUDY:** [Part-Time Nanny- Meena Selvahumar](#), [Volleyball Supervisor- Underdog Sports Leagues](#), [Seattle K-12 Schools Tutor- University Tutors for Seattle Schools](#)

Note: We cannot guarantee that these jobs are available for any certain amount of time. It is up to the employer when they want to disable the job on JobLink. The above jobs are just a few of the many that are posted, and we encourage you to explore the entire website to find a match for you!

## Reminder about Recording Partial Hours

When you are filling out timesheets that are submitted to SPU (either digital or on paper), we ask that you please use the following Decimal Time Conversion Chart to record any partial hours you work.



### Decimal Time Conversion

- 5 Minutes = .10
- 10 Minutes = .20
- 15 Minutes = .25
- 20 Minutes = .30
- 25 Minutes = .40
- 30 Minutes = .50
- 35 Minutes = .60
- 40 Minutes = .70
- 45 Minutes = .75
- 50 Minutes = .85
- 55 Minutes = .90



## 2014 Minimum Wage Increase

The minimum wage in Washington State will be raised to \$9.32 starting January 1, 2014. Every September, because of Initiative 688 put into effect in 1998, the Washington State Department of Labor and Industries (L&I) calculates what the minimum wage should be for the next year. L&I bases their decision on the average cost of living, including the average cost for food, shelter, health care, and transportation. See <http://lni.wa.gov/workplacerrights/wages/minimum/> for more information.

## Working During Christmas Break

Students who receive work study funding or who work on campus, are limited in the number of hours they can work while school is in session. During Christmas break, however, they can work up to 40 hours a week!



## JOB LINK

In the 2012-2013 school year, over 2,500 jobs were posted on the SPU JobLink website. JobLink is SPU's resource where jobs available to SPU students are posted, including jobs on campus, in the community, and worldwide. If you haven't already, register for an account. A "Student Quick Start Guide" can be accessed by clicking [here](#).

New Jobs Posted Daily!

# Washington Access Fund

Employer Name:

Leann Wicklund

Student Name:

Meykia Smith

## Why do you like to hire college students?

The college students we've met have **great hearts**, are **energetic**, and **eager to learn** and contribute. It's a great opportunity for them to gain professional experience while in school. As a small and growing non-profit organization, having work-study students has been such a big help! They support the work that we do in a direct and meaningful way.

## Did you work when you were in college or high school?

### What was that like?

I held part time jobs in both college and high school. I actually had the position Meykia currently has while I was studying at SPU! It was such a great opportunity for me and it became a full time position when I graduated. I gained valuable experience in a **relevant** field and I am so thankful for that!

## What do you look for when you are hiring, students in particular?

Someone who is **passionate** about our mission is key! We look for students who are flexible, willing to learn, and have a great outlook.

## When looking for a student employee, what convinced you to hire your student employee?

We loved Meykia's energy right off the bat and just knew she would be a great fit. Her personal experiences and her career goals matched well. She is willing to go the extra mile and has done a fabulous job. We are so thankful she applied and took the position!

## Do you have any advice for students who are looking for a job, or are thinking about looking?

Working while in college is one of the best ways to prepare for your career and life after college. Proofread your cover letters and resumes multiple times; be sure to **personalize** the cover letter so it fits with the position and organization you're applying to; always **follow-up**; and be yourself!

## How long have you been working at Washington Access Fund

Since May 2013

## What is your job title?

Program Assistant

## What motivates you to go to work?

I love the mission of the Access Fund! Being able to provide services for people with disabilities in such a way where lives and living circumstances are **changed for the better** is the best **motivator**. The office environment and staff are some of the best people I have been able to come into contact with and that drives me to come into work as well.

## What have you gained through this experience, specifically as related to your role as a student and employee?

Through this experience I have learned to **balance** my time. It definitely isn't easy being both a full-time student and also working, but through my time here at the Access Fund I have learned that there is a way to balance the things in life that are important while still being **successful**.

## Does it relate to your major or career plans at all?

I strongly believe it does. I hope to pursue a career in either social work or clinical psychology to help veterans and their families during their transitions back to civilian life after deployment and/or coping with traumatic brain injuries, substance abuse, and other mental health issues. Part of that would include working with people with a variety of disabilities, both mentally and physically. Working for the Access Fund I have been exposed to a great **network** of organizations and agencies as well as a number of resources that are available that would be valuable to veterans if they needed more help aside from what I would be able to offer them.

## Has it changed your plans for your future?

I think more than anything this has **solidified** my plans for the future. It makes me more and more have the **desire and drive** to continue through school in order to eventually do what I mentioned above.



## Upcoming Events:

*Senior Week* January 13-17 (Workshops and guest speakers to help you prepare for life after SPU)

*Christian Camp Summer Job Fair* January 29

*Winter Career Mixer* February 13



Click [here](#) and [here](#) to learn about job fairs and hiring events around Washington.

## Seasonal Jobs

Although it is already December, some employers may still be looking for last minute seasonal workers. Apply by checking with retailers, warehouses, and restaurants to see if they have open positions. Some businesses that might still be hiring include Costco, Fred Meyer, Nordstrom, Marriott, Michaels, Kohl's, T-Mobil, Jo-Ann Fabric and Craft Stores, UPS, Home Depot, Chipotle, GameStop, Hertz, Macy's, Nordstrom Rack, Toys "R" Us. Also, check <http://www.snagajob.com/> and search for seasonal jobs in your zip code.



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Click [here](#) to find a job  
Click [here](#) to visit the Office of Student Employment website