

Assessment Report- 4 Column



Student Services - Student Employment

Contact Person(s): Angela Boland, Student Employment Personnel Specialist

Program Review report submitted: Spring 2018

Mission Statement: The Mission of the Moreno Valley College (MVC) Student Employment Office is to provide financial assistance to students through on and off-campus paid part-time employment opportunities while meeting college and department needs. The program fosters employment and learning opportunities for transferable job skills and professional development of student employees while collaborating with staff, employers, and the local community to develop partnerships and foster community spirit.

Annual Updates

2017 - 2018

Highlights and Accomplishments: For Fiscal year 2017.2018, 460 eligible students were employed through the student program, a 1.9% decrease from the previous year. Simultaneously, the demand for student employees increased by 6.5% represented by 47 departments and contracted organizations employing students.

210 students, representing 45% of all students employed, were out of Federal Work Study (FWS) funding, reflecting a 4% increase from the previous fiscal year. It would be important to note FWS allocations did not change from previous years. 250 students were funded by department funded budgets or special grants.

The Student Employment program provided the following services to the 460 employed students for Fiscal Year 2017.2018:

- Processed and tracked hiring paperwork for all on-campus Student Assistant positions
- Regularly updated posted jobs, reviewed applicant eligibility and actively recruited
- Assisted writing job descriptions
- Recommend on appropriate wage rates as it relates to job descriptions
- Facilitated collaboration between local organizations and MVC campus
- Hosted workshops on interviews and job retention in partnership with Guidance classes and school outreach efforts
- Posted Job Opportunities for all on-campus student employment opportunities, including Federal Work-Study

The Student Employment Program will continue to improve tracking methods for the purpose of reporting. The program is narrowing learning objectives that work cooperatively with many departments on and off campus to assist students and staff in tracking and teaching transferrable job skills. Those objectives the program are redefining include:

- Providing awareness and access to variable job opportunities on campus that link to student's education goals
- Improving interviewing and work performance skills that may lead to job acquisition and success
- Provide a motivated and educated workforce with transferable job skills.....

Major Developments and Changes: The Student Employment Personnel Specialist went on a leave of absence for 8 months and a Substitute was hired to fill the vacancy. As

a result, several initiatives and data was not tracked as originally planned for the 17.18 fiscal year objectives and goals. The subsequent result was a less thorough program review for 17.18.

The California minimum wage went up to \$11.00 per hour on January 1, 2018 and will go up again to \$12.00 per hour on January 1, 2019. While the minimum wage climbs, program funding sources remain the same (such as FWS). We believe this is the primary reason why there was a decrease in the number of student employees in the program for 17.18. We predict access to the program (especially restricted funded programs such as FWS and CWS) will experience additional decreases in the number of student employees able to participate.

The Student Employment Personnel Specialist reclassification request mentioned in the 16.17 Program review that was submitted in March 2016 remains on hold. Although the Moreno Valley College Administration supported the request to validate Student Employment as a program that requires a coordinator, the District suspended the reclass to wait for the results of the District-wide study for industry standards.

<i>Outcomes</i>	<i>Assessment Methods</i>	<i>Assessment Results</i>	<i>Action Plans</i>
<p>SLO#1.2 Students will learn about the Student Employment Program available to them. - Students will identify different types of student employment opportunities available to them by applying to positions they are interested in .</p> <p>Goal Status: Active</p> <p>Assessment Cycle: 2016 - 2017, 2017 - 2018</p> <p>Start Date: 07/01/2016</p>	<p>Indirect: Survey/Self-Reported Learning - Collect data from students attending workshops, outreach events, campus events, or inquiring directly with student employment will be tallied to account for numbers reached.</p> <p>Performance Target (Required)*: Increase student access to opportunities that increase personal awareness of available job opportunities by 10%. Baseline data from FY 2014-2015 showing direct contact with students about Student Employment services was 176 students. Goal is to increase by 5% for Fiscal Year 2017.2018</p> <p>Notes: *Documentation includes identifying information for students and is therefore confidential. Available upon request from Administrators for review.</p>	<p>Semester Assessed: 2017-2018</p> <p>Performance Target Met?: No</p> <p>75 students were tracked through October 2017 as referrals to the student employment office and had direct contact with staff to learn about the Student Employment Program and how to apply. Although this represents a significant decrease in access, data was not tracked for 8-9 months while the Student Employment Specialist was on leave. The goal remains the same to increase student access to opportunities that increase understanding of available job opportunities by 10%. Baseline data and tracking methods showing direct contact with students about Student Employment services will need to be reestablished for 2018.2019.</p> <p>(06/28/2018)</p> <p>Name and Contact Information : Angela Boland x6152</p> <p>Total # of Students Assessed: 75</p> <p>Notes/Reflections: Total number is for fiscal year from 7/1/2017 through 10/01/2017. The loss of tracking and measurement is a reflection of the leave of absence taken by key staff. *Documentation includes identifying information for students and is therefore confidential. Available upon request from Administrators for review.</p>	<p>Action Plan: Student Employment will create a means to measure and track number of students inquiring about and applying to positions. Will consider new procedure to require online applications for all student employees. Student Employment will continue to advertise and provide classroom presentations, workshops and represent at campus outreach events throughout the year and moving forward to increase the numbers of MVC students who learn that jobs are available as a resource through the Student Employment Program. And implement a survey to gauge student learning for applicants and hired employees. (06/28/2018)</p> <p>Action Plan Number: 1</p>