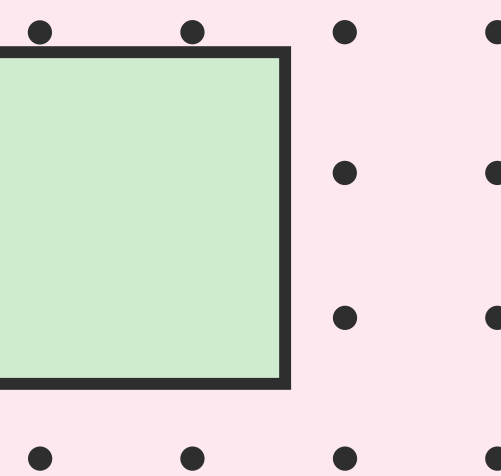


# ***Work Study 101***

Get ready for your  
on-campus job!





# ***The Basics***

Show up on time

Ask your supervisor what to do and how things work

Dress appropriately

Do all the work assigned to you then offer to do more



# ***Ask questions***



You can't do your job if you  
don't know what it is

It is better to ask questions  
than to do it wrong





# ***Show up on time***

ON TIME MEANS READY TO WORK AT THE BEGINING OF YOUR SHIFT. IT REQUIRES THAT YOU COME THROUGH THE DOOR AND PUT YOUR STUFF DOWN BEFORE YOUR WORK TIME. IT IS NOT THE SAME AS WALKING THROUGH THE DOOR AT YOUR WORK TIME.





***What if I'll be late or out?***



Find out **WHO** to contact

Find out **HOW** to  
contact them.

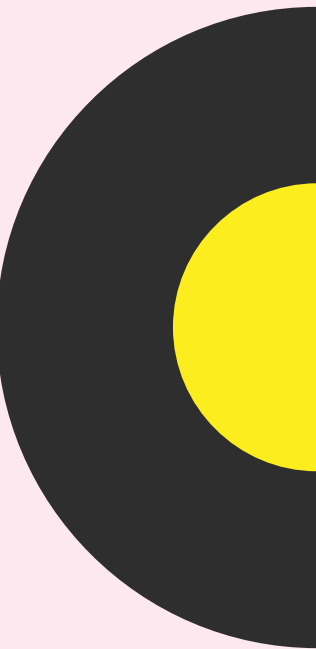


Find out **WHEN** to  
contact them.





***Learn how to  
use equipment  
like phone,  
copier etc.***



# ***How do you use the phone?***

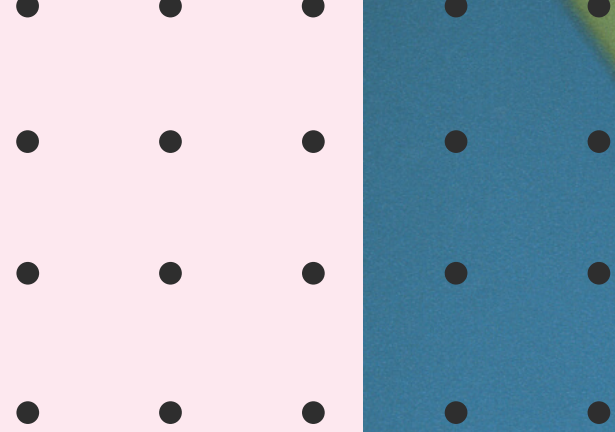
What should I say when I answer?

How do I put someone on hold or transfer them?

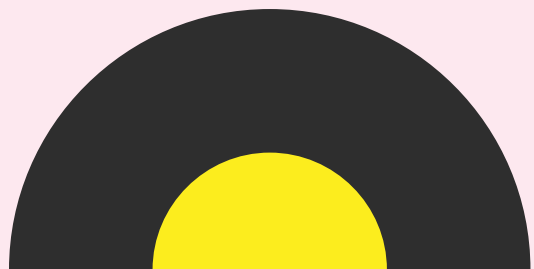
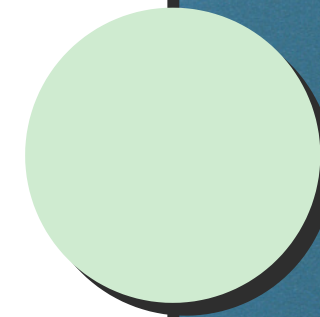
What kind of calls are high priority?.







***Ask your  
supervisor  
how they want  
you to dress.***





**ATHLETIC  
CASUAL**



DONT WEAR THIS UNLESS YOU ARE IN A SPORTS OR EXERCISE JOB

**CASUAL**



**BUSINESS  
CASUAL**



**PROFESSIONAL**







***Do the work assigned***

And then ask what *e/se* you can do to help

# ***Work out your schedule***

... and write it down, put it in  
your calendar, email it to  
yourself, take a picture of it...





# ***Stuff to know, things to do***



You CANNOT start working until you have received the magic email from Payroll.

Always clock in and clock out using TimeSheetX

You need to do FERPA training the FIRST day



***Questions?***



Go to [aic.studentemployment.ngwebsolutions.com](http://aic.studentemployment.ngwebsolutions.com)  
there is lots of useful information there.

Ask your supervisor - they're really smart!

Contact the Saremi Center 413.654.1411  
[saremicenter@aic.edu](mailto:saremicenter@aic.edu) or come to our office

