



# Managing Student Employees Down-Time



Center for Career Development

SUNY BROOME

What are your expectations for students during their downtime? This resource explores various options for student projects/activities

## Considerations

- What type of tasks would you like your student employee to work on?
- Do you want this to be an opportunity for them to complete homework?
- Should they communicate with you as they complete tasks?
  - These are all things that should be established to your student employee early on so they know what they are expected to do within their downtime



## Study & Homework

- If you don't have any projects or further responsibilities for your student employee, it is **okay** for them to work on their homework. It is important for you to consider if this is something YOU want and level set expectations that they won't be using their phone but will be completing homework with down time.



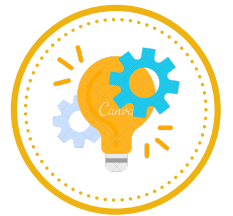
## Continued Professional Development

- Students can take time during their work hours to do things to work towards their own professional development. *Some suggestions are..*
  - Developing a LinkedIn
  - Creating/refining a resume
  - Writing a Cover Letter for a future position
  - Practicing Interview skills on Big Interview
  - Searching for jobs/internships on Purple Briefcase



## Specialty Project

- Within your students role, regardless of what their tasks are, they have a opportunity to learn about how to work in a professional setting and develop transferable skills that will help them grow in career readiness employers seek
- Start conversations about how students are applying their class learning to their position- what skills are they developing? What



## Innovation

- Your student employees have a value perspective- that of a student! Have them provide opinions and perspective about current services, advertising techniques, and other programs you are looking for input on



## Research/Reading

- Are there any valuable books you could have your student read during their downtime? These could be educational in nature or things relevant to your office. Some suggestions are below...
  - *Designing Your Life: How to Build a Well-Lived, Joyful Life* (By Bill Burnett and Dave Evans)
  - *The Defining Decade: Why Your Twenties Matter - And How to Make the Most of Them Now* (by Meg Jay)
  - *Mindfulness: A Practical Guide to Finding Peace in a Frantic World* (by Danny Penman, Mark Williams)
  - *Mini Habits: Smaller Habits, Bigger Results* (By Stephen Guise)
  - *Grit: The Power of Passion and Perseverance* (by Angela Duckworth)
- These are just a few suggestions! If you decide to have your student employees read a book, setting aside time to meet with them and reflect on what they learned is beneficial for intentional reflection and learning



## Helpful Tip!

Ask your student employee what type of projects THEY are interested in working on. What are their career goals? What type of experiences will support them in their goals? Asking these questions can help you figure out how down-time can be spent!