



NATIONAL STUDENT EMPLOYMENT ASSOCIATION (NSEA) PROFESSIONAL STANDARDS

Introduction

The National Student Employment Association is an organization of several hundred professionals involved with programs for college students who work. Membership is open to anyone with an interest in administering student employment or hiring students. NSEA supports and promotes student employment through research, publications, professional development opportunities, and the open exchange of information.

Membership in NSEA - a comprehensive student employment association - is ideal for those looking for professional development in the field. NSEA is a prime source for current information on federal student employment regulations and expert advice on the Federal Work-Study Program. Through annual conferences, and workshops, members are offered training opportunities and the chance to tap into a nationwide network of experienced student employment colleagues. Similarly, employers have access to student employment professionals in the U.S. and abroad who can help facilitate their employment needs with well-trained, enthusiastic student employees.

Overall Responsibilities of Student Employment Professionals

Student Employment professionals use appropriate policies and practices to advise and educate college and university students on the appropriate way to find student employment within their school structure while limiting the exposure of the institution, officers, employees, and agents.

Student Employment professionals are knowledgeable about current practices and are responsive to changes in the field of Student Employment.

Ethics

All persons involved in Student Employment will:

- Adhere to the highest standards of ethical behavior as set forth by their institutional employer
- Maintain these standards in all interactions with the National Student Employment Association (NSEA), students, and all employers

Legal

Student Employment professionals will:

- Educate faculty and staff in the hiring process of student employees
- Seek legal counsel for issues of non-compliance to employment laws

- Develop relationships with all university departments that will aid students through the Student Employment process such as the institution's international student office, payroll, human resources, financial aid, and career services
- Be knowledgeable of Family Education Rights and Privacy Act and the HIPAA regarding disclosure of student information contained in education records in paper and electronic form
- Be knowledgeable of defamation law regarding references and recommendations
- Be knowledgeable of Equal Opportunity and Affirmative Action laws affecting student employment practices
- Be aware of laws regarding eligibility to work in the United States
- Be informed of specific local, state and federal employment or institutional guidelines regarding the employment of students

Student Development

- Provide training to students in areas of job search and interview techniques, workplace ethics, communications, customer service, and other areas needed to successfully transition to the workplace
- Facilitate opportunities for networking

Recognition

- Student Employment professionals should recognize the importance of the student work experience through activities such as Student Employee of the Year during National Student Employment Week which is the second full week of April each year

Human Resources

Student Employment professionals should:

- Be qualified to hold their positions within their institutions
- Be empowered to fulfill missions and functions set forth by their institutions
- Serve as role models for students
- Enrich their campus community

Technology

Student Employment professionals will:

- Provide their student body the most current job searching technology that their institution will financially support
- Provide training to students, faculty, staff, and employers on the use of this technology

Facilities

Student Employment offices should:

- Be conveniently located for students
- Provide a warm and welcoming environment
- Be Americans with Disabilities Act (ADA) accessible

Professional Association Membership

Student Employment professionals play a vital role in the lives of students. Issues such as the increasing importance of student employees, legal issues, reauthorization, campus based federal work study programs, community service, changes in technology, funding fluctuations, etc... are areas of importance in the profession.

Being a Student Employment professional requires creativity, innovation, and the ability to look beyond "the way it's always been done." The members of NSEA successfully master these areas everyday and are ready and willing to share their knowledge and expertise. Professional association membership enables Student Employment professionals to improve services to students, to communicate more effectively with employers, learn and grow professionally, and take Student Employment programs to new heights.

The NSEA membership is composed of professionals in a variety of fields, joined for the common purpose of assisting current college students in finding employment. Membership is open to all professionals interested in student employment or hiring students.