Student Assistant Resources

Information:

- Student Health
- UCSB Covid-19 Information Page
- Requirements to Return to Work On-Site
- HR Guidelines for Student Employment during COVID-19

Remote Employment:

- UCSB Temporary Remote Work Agreement - COVID-19
- Employee Agreement - University Purchased Equipment
- Cybersecurity Checklist for Telecommuting & Remote Work
- Home Office Safety Checklist

Testing

- Appointments are available through the UCSB Testing Patient Portal
  - Clinics at Loma Pelona Center and Calaveras Lounge
- Recommended Covid-19 Asymptomatic Campus Testing Program for Faculty, Staff, and Research Community
- Recommended Covid-19 Asymptomatic Undergraduate Student Testing Program

- "Working at the UCSB Library" Training Module (15-20 mins)
- Library Student Assistant Handbook (~10 mins)
- "Working at the UCSB Library" Review Exercise (~5 mins)

Customer/Patron Service

- "Be Here: Providing Service in the Library" Training Module (<10 mins)
- "Be Here..." Training Review Exercise (~5 mins)
- Book Preservation & Collection Care
  - "Book Preservation..." Training Module (10-15 mins)
  - "Book Preservation..." Training Review Exercise (~5 mins)

UC Learning Center

- Sexual Harassment
- Cyber Security
- Safety Rights and Responsibilities
- Recording

  Slideshow

Handouts:

- Guidelines for Dealing with Difficult People
- Behavior is Communication
- Composure in the Midst of Chaos

- Monday Online Digest for Employees (mODE)
- LinkedIn Learning
- Student Employee Learning & Growth Request Program (see forms and documents)
- Evaluation Form / Evaluation Matrix
- Student Employment Life Cycle
- Student Employee Learning & Growth Request Form (PowerForm)
  - Announcement Email and FAQ
  - Supervisor Guidelines

- UCPath
  - View Pay Stubs and W2s
  - Set up/change direct deposit
  - Enter/change personal information
- UCSB Library Student Employee Pay Scale
- Kronos
  - Transfer Code Procedures - Computer
  - Transfer Code Procedures - Timeclock (box)

- Electronic Suggestion Box
- Survey Results
  - 2017 Student Employee Survey/Handout
  - 2018 Student Employee Survey/Handout
  - 2019 Student Assistant Survey/Handout

- Counseling and Psychological Services (CAPS)
- Food Security
  - AS Food Bank
  - Miramar Food Pantry
  - Meal Voucher Program - Announcement Email
- Disabled Students Program (DSP)
- Financial Crisis Response Team
- Worker's Compensation