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

• Counselling 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