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

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**

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- **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)

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

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- **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**