REMOTE WORK IDEAS FOR STUDENT EMPLOYEES

Track work! Keep track of what your student employees are doing, a spreadsheet with a brief overview of the work completed that day should be enough. Set up expectations with your student employee. UTA has developed a timesheet to help track remote work. Click here to review it.

Utilize Teams! You can upload documents and chat with your student using teams. Our university already pays for this. We recommend a daily check in to stay connected to your team and find out what work is in progress. This can be as short as five or ten minutes or as long as necessary. Work with your team to decide what is best.

SHARED EMAIL BOX

- Respond to inquiries
- Send out to appropriate contacts
- Access through web-based email
- NOTE: May need to request access through IT self-service ticket

VOICEMAIL MESSAGES

- Check main phone line voicemail
- Call 817-272-6991
- Enter # and then extension number
- Enter voicemail box password
- Send messages to appropriate contacts
- Respond as appropriate if possible – can create google phone number so their personal number isn't shared
- Can also link office phone number to Teams for easier access (IT self-service ticket required)

WEBSITE REVIEW

- Update content
- Find/fix broken links
- Accessibility
- Proofing

PROFESSIONAL DEVELOPMENT

- LinkedIn Learning
- Build/Update resume
- Join/Update Handshake and LinkedIn profiles
- Webinars
- Revature - free programming/coding learning platform

JOB INSTRUCTION MANUAL

- Have student employee make a manual for future student workers
- Standard email templates
- Onboarding guide
- Tools/resources they use
- Maps
- Software
- Contacts

UPDATE DIRECTORIES

- Phone
- E-mail
- Mail

DATA ENTRY

- This may require a trip to the office to scan documents & send to students

MARKETING MATERIALS

- Graphics
- Update social media
- Emails
- Flyers

RESEARCH

- Best practices
- Online content from other universities
- Bench marking
- Ongoing projects/tools

Don't have work for your student employees?
Other departments may need help during this time.
The university may also have ongoing projects.
Reach out and offer assistance, some areas are overwhelmed right now!