



POLICY

Title: Student Employment Services	Code: F0501
Authority: WTCSB (formerly VTAE) Directive Reference: JCK (2/1/85); Board Minutes, 2/21/95; 4/18/00; 9/25/07	Original Adoption: 2/21/95 Revised/Reviewed: 9/25/07 Effective: 9/26/07

District wide student and graduate employment development services will be provided through Student Employment Services (SES).

In accordance with the Wisconsin Technical College System Board (formerly WBVTAE) Directive JKC, 2/1/85, the MATC Student Employment Services (SES) Department (formerly Employment Development Center) will provide a systematic process, accessible to students, to assist students and graduates in assessing employment opportunities, developing employment-seeking skills, and employment skills and values that will contribute to their obtaining employment and future career advancement.

The SES Manager, shall coordinate all student/graduate employment related activities, monitor legal compliance of student employment, and provide appropriate student/graduate employment information to district personnel.

[Definition] All work performed by students or graduates for credit is defined as "student employment" and may include on or off-campus work in paid or unpaid positions (i.e. cooperative education, internships, externships, practicums, field studies, clinicals.

Student employment administrative procedures and standards shall be formulated by the chief student employment officer, in consultation with MATC legal counsel and affirmative action officers, to comply with all applicable employment related laws including, but not limited to, Equal Employment Opportunity (EEO), Affirmative Action (AA), Americans With Disabilities Act (ADA), privacy, and public records. Appropriate internal and external employing officials will be informed of the same said policies.