Managing Remote Student Workers?

Managing remote student works requires preparation. Here are some items to consider as you prepare. Think through each of these areas and create a plan-of-action for your remote student workers.

Onboarding

- Set clear expectations.
- Create work-from-home-guidelines.
- Be intentional.
- Provide in-depth training.
- Create a communication strategy.

Training

- Outline a training plan.
- Provide detailed process documentation.
- Expect to spend time doing virtual training.
- Review/Add to training plan as needed.
- Document completion of training.

Work Expectations

- Share remote work agreement.
- Flexible hours or set shift?
- Break and lunch time.

- Time clock in and out.

- Stay within assigned hours for pay period.

- Send chat upon arrival and departure.

- How to prioritize assigned tasks.

- How to engage with others in the department.

- Ask for something to do if you complete your tasks.

- Account for work performed during shift.

- Communications plan.

Access to Resources

- TimeClock Plus from off campus.

- VPN

- Office 365 account/Teams.

- Stable Internet access (ask during interview).

Communication Expectations

- Daily/weekly check-in.

- Focus for the shift (set priorities).

- Provide a daily task checklist.

- Reinforce desired behaviors.

- Address undesired behaviors.

- Use Planner for task management.

Accountability

- Stay focused on goals, not activity.

- Hold accountable for tasks assigned.

- Monitor availability status in Teams.

- Request a chat upon arrival and departure.

- Review TimeClock Plus entries.

- Request a shift journal noting what was accomplished during each shift.

- Connect frequently via phone, text, email, or chat.

- Use the due date in Planner tasks as a discussion point during check-ins.

Useful Resources

[FSU Student Employment Handbook](#)

Remote Work Tips

- [for_managers.pdf (cornell.edu)](#)
- [for_everyone.pdf (cornell.edu)](#)
- [for_technology.pdf (cornell.edu)](#)

Ideas for Student Employee Remote Work Assignments

We know it may be tough to think of ways that student employees may help you. Here are some ideas.

- Document reviews.
- Student opinions on projects.
- Note-taking for meetings.
- Focus groups.
- Involvement on committees.
- Create videos or audio bits.
- Research topics.
- Create social media content to support your department, program, or activity.
- Monitor student involvement.
- Peer outreach.
- Data entry.
- Create Marketing plans.
- Create flyers, graphics, or marketing materials.
- Manage social media channels.
- Tutor peers.
- Plan student activities.
- Create newsletters or update signage.
- Update webpages.
- Blog for your department.