



JOB IDEAS FOR STUDENTS WORKING REMOTELY

CREATE ONLINE CONTENT

For example:

- Youtube Videos for Promotional or How To purposes
- Online resources for webpage
- FAQs.

HOST ONLINE MEETINGS WITH OTHER STUDENTS

- create weekly check-ins with staff
- have students host online focus groups to learn how your services are seen or used and how you can improve

PROFESSIONAL DEVELOPMENT

- Have your student workers grow professionally by having them attend the Craft Your Future workshops in the SEC
- Work on marketable skill development by having students reflect on how their coursework relates to their job as a student worker and their future career aspirations.

COMPLETE "ON THE SHELF" PROJECTS

- office projects that have been on the "to do" list for a while
- clean up online files
- review organizational methods
- look on other websites for content ideas to improve your offices website

MANAGE SOCIAL MEDIA ACCOUNTS



ORGINIZE AND UPDATE

- Update materials, flyers, manuals, processes, databases, and lists
- Get a fresh set of eyes on your files

SCHEDULE AND MANAGE VIRTUAL MEETINGS VIA AN ONLINE CALENDAR

DO RESEARCH AND READINGS

- research higher education topics
- do virtual readings of relevant articles or scholarly writings with written reflections returned to supervisor

STUDENT FEEDBACK

Write or review student worker policy from a student lens and create an operating procedure for a student position. Empower your student to develop materials to support future workers.

CREATE RESOURCES

Create resources for how to work remotely with your office. Look online for ideas.



PARTICIPATE OR DEVELOP NEW ONLINE TRAINING

- Does your office have mandatory training? Use this opportunity to have students complete it.
- Have a student re-vamp your training and onboarding materials so you have up-to-date information when you return to in person work



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