

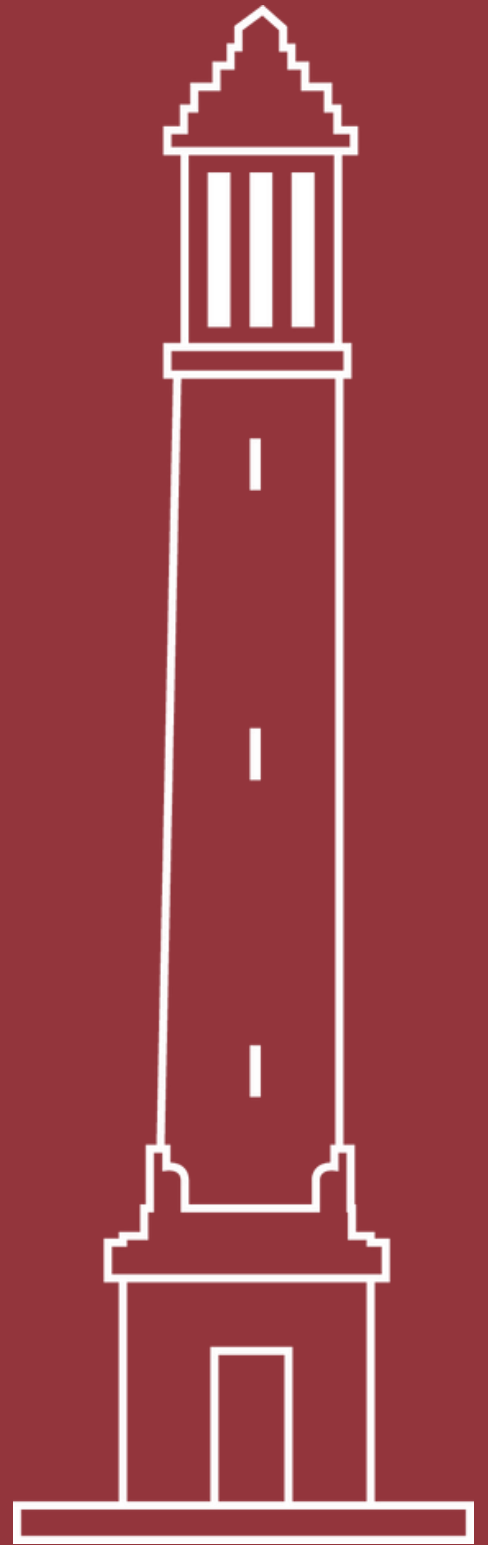


UA VMA

# UA WORK STUDY

L E G E N D S I N T H E M A K I N G

A DEEP DIVE INTO A SUCCESSFUL WORK STUDY PROGRAM





WE SERVE 3,000+ MILITARY AFFILIATED STUDENTS,  
RANGING FROM VETERANS TO DEPENDENTS, AS  
WELL AS ACTIVE DUTY & NATIONAL GUARD

# STUDENT WORKER DUTIES

Our student workers assist our veteran community with all their benefit-related needs. From uploading/indexing to answering questions. They greet everyone who walks in our office and manage incoming calls.

Our team leads have an expanded leadership role, overseeing junior student workers, assisting them with difficult scenarios, answering emails and providing office tours.



# STUDENT WORKERS



***"Since I've been here, I have found that everyone here is nothing but family."***

# OFFICE AMENITIES



**COMPUTER LOUNGE**



**FREE PRINTING TO STUDENTS**



**PRIVATE STUDY ROOMS**



UA VMA

## SCANNING/UPLOADING

Work-Study students are in charge of scanning & uploading all documents in our digital storage system

## ADVISING SHEET

DUE EVERY SEMESTER, outlines classes that students will be enrolled in. ALL UNDERGRAD forms must be signed by an advisor.

## STUDENT PROFILE SHEET

Contact information of students, benefit/branch info, and the VA Terms & Conditions

## ADD/DROP SHEET

Filled out by students looking to change their schedule after an advising sheet has been certified



# MYBAMA UPLOAD LINK

**myBama** WHERE LEGENDS ARE MADE<sup>®</sup> kgolive

**QUICK LINKS**

- Academic Calendar
- Blackboard Learn
- Degree Works
- Email
- Events Calendar
- Public Directory
- Schedule Builder
- UA Libraries

**PAGES**

- Home
- Admissions & Scholarships
- COVID-19
- Campus Life
- Employee

**Emergency Contacts**

- UA Police Department
- UA Public Safety
- DCH Health System
- Tuscaloosa Emergency Management Agency

**Student Health and Well Being**

**Veteran and Military Affairs**

- VMA student document upload

**Emergency Contacts**

- Student Health Center
- Title IX Office
- UA Safer Living Guide

**Off Campus Resources**

- Tuscaloosa SAFE Center
- Turning Point

**Tools for Prevention**

- UA Safety App
- KEYNECTUP Contact Card (Text "UASAFETY" to 444999)
- Emergency Phones
- Campus Lighting

**UA Thrive**

**UATHRIVE**

The University of Alabama is excited to offer an online

STUDENT ACCESS INFORMATION PORTAL

# POSITIVE OFFICE CULTURE



**TEAM BONDING  
BOWLING NIGHT!**



**HAWAIIAN SHIRT  
THURSDAYS!**

# EMPLOYMENT PROCESS



Application  
Contract  
Timesheet  
Allowable Job  
Duties

**WHERE LEGENDS ARE MADE®**



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# STUDENT WORKER PACKET



CONFIDENTIALITY STATEMENT  
EMERGENCY CONTACT INFO  
WORK STUDY ACCESS GRANTED  
GROUPME

# HOMEBASE

Employee Scheduling

“ I NEVER FORGET TO CLOCK IN OR OUT NOW! ”

The desktop interface shows a navigation bar with 'h' logo and menu items: Dashboard, Schedule, Time Tracking, Manager Log, Team, Reports, Settings. Below the navigation bar are tabs for 'Week', 'Departments/Roles', 'Time Off', 'Team Availability', and 'My Availability'. A date range selector shows 'Mar 12 - Mar 18' with 'Employee View' and view options 'Day', 'Week', and 'Month'. The main area is a grid with columns for days: Sun 12 (16 hrs / \$144.00), Mon 13 (30 hrs / \$285.00), Tue 14 (26 hrs / \$234.00), Wed 15 (26 hrs / \$234.00), Thu 16 (26 hrs / \$234.00), and Fri 17 (30 hrs / \$285.00). A list of employees on the left includes: Even H (00:00 HRS), Fabrice S (00:00 HRS), Kerry W (38:00 HRS, Opened via Email), Mya R (00:00 HRS), Zaida B (16:50 HRS, Opened via Email), JMS (28:00 HRS, Opened via Email), Sam J (35:00 HRS, Opened via Email), Ahmad M (48:00 HRS, Delivered via SMS), Lisa G (40:00 HRS, Delivered via SMS), and Carlos V (35:00 HRS, Delivered via SMS). Shifts are represented by colored bars: green for 'RUNNER/BUSSEY' and blue for 'COUNTER', 'LEAD LINE', 'LINE COOK', and 'DISH'. A weather forecast at the bottom shows temperatures: 51°, 72°, 51°, 72°, 52°, 74°, 52°, 63°, 51°, 63°, 49°.

The mobile app interface shows 'All Locations' at the top. Below are tabs for 'My Shifts', 'Team', and 'Open'. A calendar view shows dates from Thursday to Wednesday. The current date is 'THURSDAY, MARCH 9'. A list of shifts for today includes: Kerry W. | Counter Coffee Co (8 Hours), Ulza Q. | Barista Coffee Co (4 Hours, UNPUBLISHED), Mya R. | Barista Coffee Co (4 Hours), You | Manager Coffee Co (6 Hours), and a 'PUBLISH (03)' button for a 7-hour shift. The bottom navigation bar includes icons for Store, Dashboard, Schedule, Messages, and Hiring.



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# IMPACT OF WORK STUDY



## **Jenna Sullivan**

- USMC Veteran
- B.A. in Psychology
- Seeking a career as a Veteran Readiness and Employment Counselor



## **Blake Moreland**

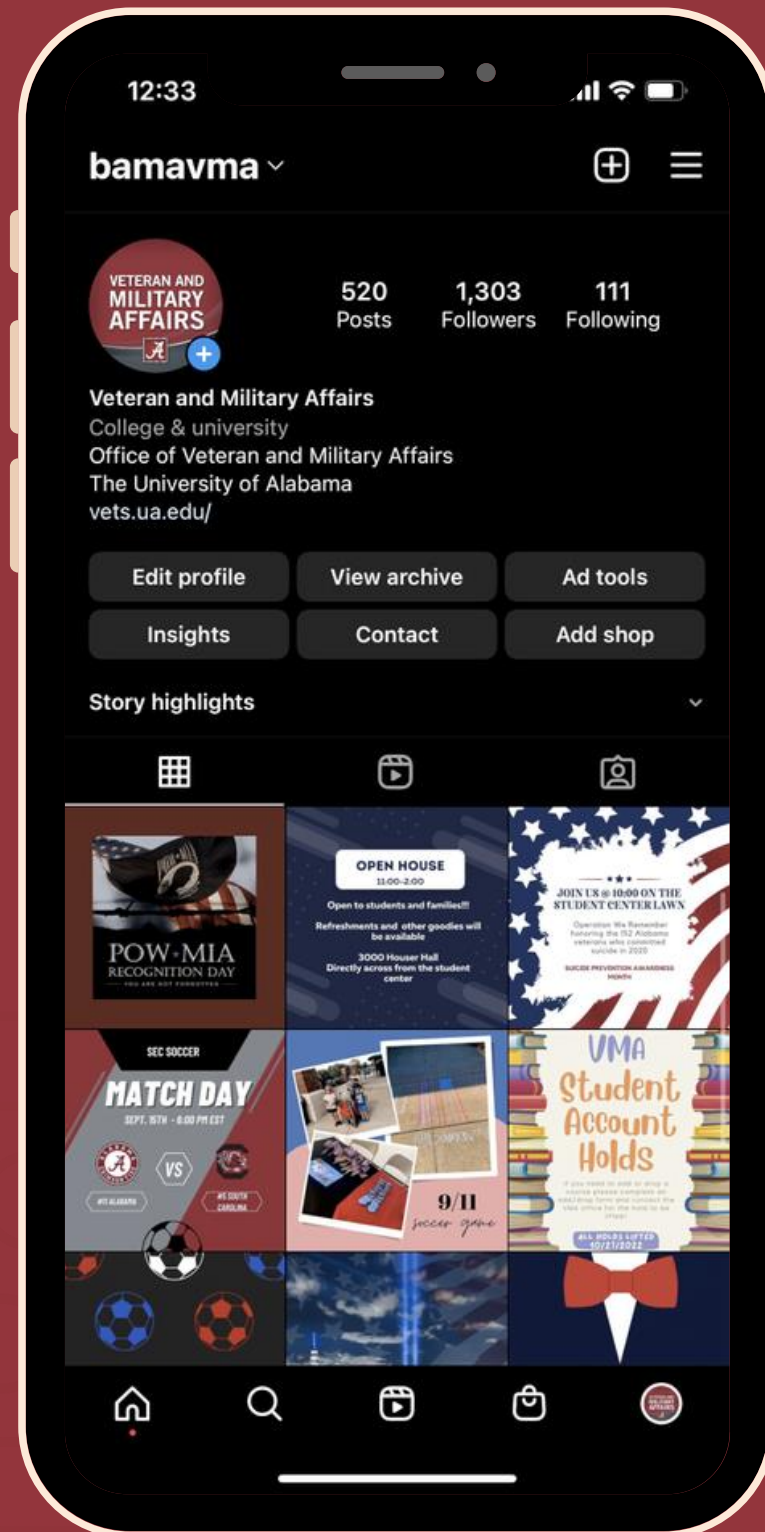
- USMC Veteran
- American University Graduate Student
- Internship with the Executive Office of the President



## **Kirby Grace Olive**

- MBA Candidate
- B.S. in Business Administration
- Vice President of the Campus Veteran's Association

## FOLLOW US ON SOCIAL MEDIA!



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@BAMAVMA



UA VETERAN AND MILITARY AFFAIRS



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# THANK YOU

V E T S . U A . E D U

