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recruiting/retaining students

Recruiting a Student Staff

Employing a student staff is very important, especially for offices like ours at Humboldt State where resources are limited. Getting the most out of your student assistants can lessen the workload while creating great educational opportunities for the students.

Find good, qualified student help is the first step. Students that already have a journalistic background and desktop publishing skills saves time that may have been spent providing training looking over their shoulders when they write a press release. Students with knowledge and interest in sports are obviously great recruits.

At Humboldt State we often recruit students studying journalism, public relations, mass communications and kinesiology. Former student-athletes are also potential recruits.

A working-relationship with the journalism/mass communications department on campus is important. HSU's journalism department chair will often direct interested students to our office inquiring about internship opportunities. Conversely, we have offered our services as guest lecturers in classes and to the student chapter of Society of Professional Journalists.

Public relations classes often assign students to work with an organization on a project. Look into this possibility to secure potential student help in exchange for credit hours.

STUDENTS' RESPONSIBILITIES

At HSU student assistants have served as the contact for a number of sports, including men's & women's soccer, track & field, softball, women's rowing, cross country and volleyball. They also assist in game-day operations for nearly all intercollegiate sports.

WHAT'S IN IT FOR THE STUDENTS

Students gain valuable experience for the future. Past HSU student assistants have progressed to serve in college sports information or related fields, including ESPN, USA Soccer, the Sacramento Monarchs and the Houston Astros. Former students have also worked toward graduate degrees at the University of Tennessee, University of Maryland and Emerson College in Boston. All benefited from the HSU experience and earned great reference letters!

Retaining a Student Staff

- Allow for flexible work schedules hours that accommodate study and work times, especially during key academic sequences such as midterms and finals week.

- Monitor students' class progress to make sure they are meeting requirements in classes.

- Provide a learning environment for the students. Help them understand why they're doing what they're doing.

- Assign students duties they enjoy and are more comfortable with before moving them into areas of less familiarity.

- Identify weaknesses in the students' work and help them improve. Concentrate on skills like grammar, writing style and time budgeting.

- Vary the assignments. Assign a variety of duties that allow students to get a feel for the different jobs and aspects of the field.

- Be organized with folders and have their work ready before they come into work. Provide clear assignments and tasks.

- Be available to the students at all times, on the job, at home and for both work related and school related issues.

- Assist students with outside projects like class presentations. Provide "perks" like computer usage for class assignments.

- Assign students more advanced responsibilities when you feel they are ready for them. By challenging students, they learn about taking charge and make decisions.

- Introduce student workers to the athletes and coaching staff. Create an atmosphere of familiarity with athletes and coaches that will help all parties understand the working relationship.

- As with athletes, student-assistants must understand that they are representing the athletics program and university, and should be conscious of their actions/