MEMORANDUM

To:      Campus Budget Managers  
From:   Beverly Nagel and Fred Rogers  
Date:   February 4, 2013  
Subject:  Student Employment Requests for FY 2014  

We are writing to ask for your input regarding your department’s needs for Student Employees for summer 2013 and the 2013-2014 academic year. At the conclusion of the submission period outlined below, Patricia Langer, Budget Director, will work with each Division Head to prioritize and then fund the FY 2014 Student Employment Budgets.

While we are pleased to have been able to provide campus employment for nearly all students who wish to work, our student employment budget is not unlimited. It is important for us to have an adequate understanding of each departments’ needs in order to ensure that we can most efficiently distribute student employment budgets as we begin to focus on the Strategic Plan’s goal of preparing students for fulfilling post-graduation lives and careers.

If you do not anticipate any changes in your student employment needs, you do not need to do anything. However, if you do anticipate needing more (or less) student work, please use the Budget Request Form on the Carleton Web site to send us requested changes in your anticipated student employment needs. If an increase is needed please submit only the increase in hours and not the total hours requested. Similarly, if you anticipate a reduction in your Student Employment needs please submit a reduction request by placing a minus ‘-‘ sign in front of the reduction in hours requested.

The Budget Request Form for student employment will be available on the Treasurer’s website beginning February 4, 2013. All submissions must be received by 5:00 p.m. on February 15, 2013.

If you have any questions or other suggestions, please forward those to either of us directly. Thank you.