Division of Student Affairs New Staff Orientation

Staff Resources

The Student Affairs webpage is a great source for learning about services and resources within the division. The majority of resources listed here and other staff resources are located on the Student Affairs web front page or under the “Staff” tab.

Birthday List - List of staff birthdays
https://louisville.edu/studentaffairs/staff/directory/birthday-list.html

Blog – Interactive Student Affairs News and Events – sign up to get an email when new items are posted
http://www.stuaff.org/blog/

Buy a Brick – Buy a brick in the West Plaza in front of the Red Barn inscribed anyway you want -
http://louisville.edu/studentaffairs/giving/giving/legacybrick.html contact is Glenn Gittings

Calendar of Events – Campus wide calendar of student events – contact is Susie Cucura
https://louisville.edu/studentaffairs/studentnews/calendar

Divisional Staff Meetings – Division wide staff meetings held once a semester

   October 16, 2013

   February 13, 2014

Emergency Alerts and Text Messages – One of the university methods for contact staff with emergency information or other important information. Staff are strongly encourage to sign up for the free service at http://louisville.edu/alerts. Other emergency communication methods include – campus email, phone system, and outside sirens.

Follow the Bird – A list of social network sites being used within Student Affairs departments. You can also sign up “Follow the Bird” for Student News and Events on Facebook at https://louisville.edu/studentaffairs/alumnus/alumnimain/other/followthebird Contact is Susie Cucura
**GA Positions - Learn** more about Graduate Assistant openings at https://louisville.edu/studentaffairs/studentaffairs/career/employment.html

**Hi Five Award** – Recognize staff members within Student Affairs for their service or hard work at https://louisville.edu/studentaffairs/staff/staffmain/form/student-affairs-high-five/

**Housing - Off Campus** – Our Housing and Residence Life Office works with an outside vendor to provide office campus housing information in Louisville and nationwide. The service is for students as well as faculty and staff. Check it out at http://offcampushousing.louisville.edu/. Contact the Housing and Residence Life Office for more information.

**Intramural Facilities** – The Intramural and Recreational Sports facilities are available for use by staff. Just show your staff ID – learn more at - http://louisville.edu/intramurals

**Jobs for Students** - The Career Centers “Cards CareerLink” online jobs database includes full-time and part-time jobs, work-study positions, internship and co-op as well as graduate assistantships. For more information contact the Career Center. Check out the Cards CareerLink at http://louisville.edu/career/symplicity/cards-careerlink

**Listserv** – The Division of Student Affairs maintain a listserv to share information related about programs, services, and professional development opportunities. The listserv is an interactive email tool. All staff within the division are automatically added to the listserv. Other staff and colleagues who work with Student Affairs can be added to the listserv upon request.

ANYONE on the listserv can send mail to the listserv. It’s a great way to get information out to other staff. To send mail to the Listserv just put studentaffairs@listserv.louisville.edu in the TO: address box of your email. Contact for the Listserv is Frank Mianzo in VPSA Office

**Lost and Found** – The department of Student Activities coordinates a campus wide lost and found program. If you find an item or if you lose an item you can go online at http://louisville.edu/studentactivities/forms/lostandfoundform or call Student Activities 852-0323
**Newsletter for Staff – Vibrations** - The Division of Student Affairs publishes a newsletter twice a semester that highlights programs and staff accomplishments. To view current and past issues go to [https://louisville.edu/studentaffairs/studentaffairs/staff/newsletters/newsletters.html](https://louisville.edu/studentaffairs/studentaffairs/staff/newsletters/newsletters.html)  Contact is Susie Cucura

**Newsletter for Parents and Families** – Monthly newsletter sent to parents – Contact Glenn Gittings for submission or information. [https://louisville.edu/studentaffairs/families/familiesmain/families/communique.html](https://louisville.edu/studentaffairs/families/familiesmain/families/communique.html)

**Outlook Help and Training** – Learn about our campus email system [http://louisville.edu/email/outlook-training](http://louisville.edu/email/outlook-training)

**Pictures** – Student Affairs maintains a photo archive of various department activities on Flickr. You can view these photos or download for use in publications or on websites. Get to the Flickr account from the Student Affairs main page – click on the slideshow in the right bottom side of the page – or go to [http://www.flickr.com/photos/studentaffairs/](http://www.flickr.com/photos/studentaffairs/).

**Professional Calendar** – We maintain a calendar of professional organizations meetings and annual conferences. You can get to it from the Student Affairs main page or at [https://louisville.edu/studentaffairs/professionalcalendar/](https://louisville.edu/studentaffairs/professionalcalendar/)

**Publications – Student Affairs** - View the various Student Affairs publications at [https://louisville.edu/studentaffairs/studentaffairs/publications](https://louisville.edu/studentaffairs/studentaffairs/publications)

**Research and Professional Activities** - Information about staff involvement in research and professional activities - [https://louisville.edu/studentaffairs/staff/professional-activities](https://louisville.edu/studentaffairs/staff/professional-activities)

**SAC Bad Weather Schedule** - When the university delays or cancels classes and/or offices the SAC stays open to provide services to on campus students. View the SAC Bad Weather schedule from the Student Affairs main page or at [http://louisville.edu/studentactivities/student-activities-center/sacweatherschedule.html](http://louisville.edu/studentactivities/student-activities-center/sacweatherschedule.html)
SAC Room Reservations – Reserve a meeting/activity room in the SAC or check a meeting time, location, or room availability in the SAC at http://louisville.edu/studentactivities/student-activities-center/reservationform

Scholarships – Student Affairs – The Division of Student Affairs provides more than 100 scholarships to students each year. These include tuition and emergency loans. Students can apply at http://louisville.edu/studentactivities/redbarn/scholarships.html. Contact is George Howe.

Service Opportunities – Service opportunities for staff and students, leadership training and other ways to get involved - https://louisville.edu/leadership - contact Pam Curtis

Share Point – Share point is an on-line document management application available to UofL staff. Permissions to view and modify documents can be open to the public or restricted to specific individuals or groups. This is a safe and secure location to store documents being used by groups working on projects or documents that need to be accessed by different individuals within the university. https://sharepointsecure.louisville.edu/sites/stuaff/Pages/Default.aspx If you need more information contact David Horrar or Frank Mianzo

Signature Events – High profile events within the University at which student affair staff are encouraged to attend and participate. See the signature events list for 2012/13 at https://louisville.edu/studentaffairs/staff/resources/SIGNATUREEVENTS20113_14.doc

Staff Directory – View a list of staff within the Division at https://louisville.edu/studentaffairs/staff/staffmain/directory

Staff Policy Manual – View the student Affairs policy manual at https://louisville.edu/studentaffairs/staff/resources/staff-manual/staffmanual.pdf This document outlines a variety of work place policies and procedures. For clarification on individual policies or procedures please talk with your supervisor.
Staff Resources – A long list of staff resources is on line at https://louisville.edu/studentaffairs/staff/staffmain/resources - staff will be asked to sign in with a UofL userid and password.

Strategic Planning and Assessment Activities – Annual reports, department reviews, mission, vision, strategic plan and more - https://louisville.edu/studentaffairs/staff/professional-activities/staff/strategicplanningassessment

Student Involvement Office – Reserve rooms, rent lockers, lost and found, student engagement https://louisville.edu/studentactivities

Student Care Team – A group who meets regularly to foster communication between departments to ensure that all the resources of the University of Louisville are available to students in crisis. - https://louisville.edu/dos/faculty-and-staff/policies-procedures/sct.html - contact is Dean of Students Office

Student EMAIL Newsletter – Student Affairs publishes the weekly “Student News and Events” email newsletter. The deadline to submit items is THURSDAY at NOON. The Email is sent to all students at the university each Sunday. To review current or past issues or submit a news item or event go to https://louisville.edu/studentaffairs/studentnews/newsandevents/news-email-archive contact is Susie Cucura.

Student Emergency Fund - The Louis and Louise W. Weisser Bornwasser Student Emergency Fund was created to assist University of Louisville students who encounter an unforeseen financial emergency or catastrophic events which would otherwise prevent them from continuing their education at UofL. The contact is the Dean of Students Office - http://louisville.edu/dos/forms/studentemergencyfundrequest/

Student Engagement Record – A new co-curricular transcript program - http://louisville.edu/engage - Tim Moore is contact

Student Organizations - Information for and about student organizations – and OrgSync the new Online Organization Management App - https://louisville.edu/studentactivities/clubs - contact is Julie Onnembo
**Student Resource Page** – A long list of university resources for students -
http://louisville.edu/student/

**Tech Ticket** – To request help with technology – hardware, software applications, passwords, web sites – complete a “Student Affairs Tier One Tech Ticket”. You can find the Tech Ticket on the “Staff Sections” of the Student Affairs webpage tab at
http://louisville.edu/studentaffairs/staff/staffmain/form/satech/ - contact is David Horrar

**Tech Purchases** – For to use whenever purchasing technology related device with university funds.

http://louisville.edu/studentaffairs/form/techpurchaseform/

**UofL Offers** – Discounts and freebies directly to your phone
http://louisville.edu/studentaffairs/uloffers/uloffer

**Videos** – View videos, news stories and professional presentations related to Student Affairs programs and initiatives at https://www.youtube.com/user/SAatUofL?feature=mhee