

Miller Fellow Initial Job Suggestions

Miller Fellow Job Structure

- Be sure the employer understands student environment for part-time Miller Fellows
 - 10 hours/week is hard to schedule
 - The schedule should use hours before finals week (you are unlikely to be available that week).

Be ready for an interview

- Let employer know your areas of interest and goals
- Be ready to tell the employer why you want to be a Miller Fellow.
- Don't be afraid to ask questions
- Be interactive: look at website, take notes, thank employer for the interview
- Be sure you understand employer expectations
 - Timeliness
 - Reliability
 - Dress requirements (safe, comfortable, and appropriate)

Initial Orientation

- Be sure you get a basic office or worksite orientation (office/worksite layout, copy machine operation, mail handling, tools, etc.).
- Be sure you and employer understand your schedule for the school year: quarters to be worked, part-time or co-op, etc.
- Be sure to get organizational orientation
 - Mission and vision
 - Appropriate videos, readings about the field or context of the organization
 - Personnel policy
 - Ask questions!
- Job specific training
 - Get a description of what work area you will be in, e.g. education, marketing, funding & grant writing, etc.
 - Get a Work Plan – or make one up
 - Major component of development, main vehicle for recording and tracking assignments
 - Results oriented – what is the result of your work?
 - Ask questions!