



PRAIRIE VIEW A&M UNIVERSITY

A Member of the Texas A&M University System

August 16, 2006

OFFICE OF BUSINESS AFFAIRS MEMORANDUM No. FY06-48
Distributed via Campus Email

TO: All Students and Employees

FROM: Mary Lee Hodge
 Vice President of Business Affairs

RE: **Student Employment Orientation (Student and Supervisors)**

The New Student Office is gearing up for the 2006-2007 academic year. The Student Employment Orientation sessions will help students and supervisors understand the changes made to the Student Employment process. It will also give all students and supervisors the opportunity to meet the new Student Employment Office staff. **This orientation is required for all new or returning students and supervisors.** Any student or supervisor failing to attend orientation will delay the “student employment process.” Register for appropriate orientation at www.pvamu.edu/pages/1651.asp. Class sizes are limited as noted below. Please contact Ms. Violeta Caballero at vccaballero@pvamu.edu or Ms. Lisa Dorris at imdorris@pvamu.edu, or call the Student Employment Office at (936) 261-1793 if you have any questions.

Student Employment Orientation Schedule (Sessions are limited to fifty (50) people:

Date	AM Session	PM Session	Training Location
Thursday, August 17	9:00 am – 10:00 am	2:00 pm – 3:00 pm	University College Theatre
Monday, August 21	11:00 am – 12:00 pm	3:30 pm – 4:30 pm	University College Theatre
Tuesday, August 22	11:00 am – 12:00 pm	3:30 pm – 4:30 pm	University College Theatre
Wednesday, August 23	11:00 am – 12:00 pm	3:30 pm – 4:30 pm	University College Theatre
Thursday, August 24	11:00 am – 12:00 pm	3:30 pm – 4:30 pm	University College Theatre
Monday, August 28	11:00 am – 12:00 pm	3:30 pm – 4:30 pm	University College Theatre
Tuesday, August 29	11:00 am – 12:00 pm	3:30 pm – 4:30 pm	University College Theatre
Wednesday, August 30	11:00 am – 12:00 pm	3:30 pm – 4:30 pm	University College Theatre
Thursday, August 31	11:00 am – 12:00 pm	3:30 pm – 4:30 pm	University College Theatre

“Supervisor” Student Employment Orientation Schedule (Sessions are limited to twenty (20) people:

Date	AM session	PM Session	Training Location
Wednesday, August 16	9:00 am – 10:00 am	1:00 pm – 2:00 pm	Harrington Science Bldg, Rm. 101
Friday, August 18	9:00 am – 10:00 am	1:00 pm – 2:00 pm	Harrington Science Bldg, Rm. 101
Monday, August 28	9:00 am – 10:00 am	1:00 pm – 2:00 pm	Harrington Science Bldg, Rm. 101
Tuesday, August 29	9:00 am – 10:00 am	1:00 pm – 2:00 pm	Harrington Science Bldg, Rm. 101
Wednesday, August 30	9:00 am – 10:00 am	1:00 pm – 2:00 pm	Harrington Science Bldg, Rm. 101
Thursday, August 31	9:00 am – 10:00 am	1:00 pm – 2:00 pm	Harrington Science Bldg, Rm. 101

Office of Business Affairs

P.O. Box 519 – Mail Stop 1300 Prairie View, Texas 77446

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Friday, September 1	9:00 am – 10:00 am	1:00 pm – 2:00 pm	Harrington Science Bldg, Rm. 101
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These sessions will allow the student and the supervisor to become familiar with the new process for student employment.

xc: Dr. George C. Wright, President
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MLH: ylg