Miller Fellow
Initial Job Suggestions

Miller Fellow Job Structure
— Be sure the employer understands student environment for part-time Miller Fellows
  o 10 hours/week is hard to schedule
  o 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
  o Timeliness
  o Reliability
  o 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
  o Mission and vision
  o Appropriate videos, readings about the field or context of the organization
  o Personnel policy
  o Ask questions!
— Job specific training
  o Get a description of what work area you will be in, e.g. education, marketing, funding & grant writing, etc.
  o 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?
  o Ask questions!