

INTRODUCTION

Welcome to the Student Educational Employment Program (SEEP) Coordinator Basic Training. Upon completion of this training, you will have the knowledge and skills necessary to successfully manage the two components of the SEEP: the Student Career Experience Program (SCEP) and the Student Temporary Employment Program (STEP)/

The purpose of this training is to provide a foundation for new coordinators and to also serve as a refresher for seasoned coordinators and as a reference for mentors, supervisors and students.

As a new SEEP Coordinator, you will, no doubt be inundated with questions from managers, students, mentors and even your Human Resource Office. You will have several resources available to assist you with answering questions and managing the program. Some of those resources include the National SEEP Coordinator, the Bureau's Guidelines, and Federal Regulations. However, this training was not designed to take the place of those resources. It merely provides a starting point or a fingertip reference of critical information for new SEEP Coordinators.

While it is true, most SEEP Coordinators work collateral duty, with busy seasons and limited resources. At times, even the most seasoned coordinator can become overwhelmed. But in the end, every good coordinator understands his or her vital role in the program's success and in each student's success.

You will take on several rolls and responsibilities. Listed, are some of the rolls and responsibilities that will be addressed as we review the training modules. It is very important that you understand that it is your responsibility to understand the SEEP policies and procedures. Take care to use all resources available and to familiarize yourself with the SEEP Guidelines.

LET'S BEGIN OUR TRAINING!!