

Professional Development Resources for Support Staff

(Non-academic staff includes 1585, CT, CT type and AP staff)

RESOURCES AVAILABLE IMMEDIATELY UPON HIRE

- **ElevateU**- University sponsored program
 - o <http://professionaldevelopment.hr.msu.edu/elevateu>
 - o A free e-learning tool that can be accessed from the convenience of your computer through EBS.
 - Log into EBS, select My Career & Training, then select ElevateU Online Training.
 - o This site grants access to millions of online books, articles, courses (both self-lead and instructor-lead), videos, simulations and many more items.
- **MSU Library**- University resource
 - o <http://www.lib.msu.edu/>
 - o Access to millions of resources online- including journals, newspapers, eBooks and data sources
- **MSU Extension - Resources for Extension Institutes** -Extension resource
 - o <http://libguides.lib.msu.edu/MSU-Extension-Institutes>
 - o This guide hosts a page for each of the Extension Institutes. On the page, each team unit has a box which lists recommended databases, online resources, and other materials or guides that will give you a head start on researching that topic area.
- **MSU Extension - Resources for Organizational Development** -Extension resource
 - o <http://libguides.lib.msu.edu/Ext-OD>
 - o This guide was just updated to reflect the reorganization to the newly defined core competencies. As on the EI pages, each competency has its own page and resources identified.

RESOURCES AVAILABLE UPON COMPLETION OF 12 FULL TIME EQUIVALENT (FTE) SERVICE MONTHS (for example: someone employed at 50% (.50 FTE) will complete 12 FTEs in 24 months.)

- **Educational Assistance Program**- University sponsored employee benefit; all requests subject to approval from Central Human Resources
 - o <https://hr.msu.edu/professional-development/ed-assist/index.html>
 - o Available to employees who have completed 12 FTEs (full-time equivalent service months) with MSU
 - o **Non-credit courses:** work-related courses and conferences.
 - \$800 to use towards the above stated courses. (AP type have access to \$900)
 - The \$800 refreshes each academic year (mid-August of each year).
 - You cannot roll the \$800 to the next year. If it not used by the new academic year, you lose it.
 - o **For Credit courses:** work-related courses at an accredited institution in MI
 - MSU courses are processed as a tuition waiver up to 14 credits per academic year.
 - Non-MSU courses are processed as a reimbursement up to 14 credits per academic year.
 - Dollar amount is determined based on employee type:
 - View chart here: <https://hr.msu.edu/professional-development/ed-assist/documents/EdAssistUnionSummary.pdf>
 - Note that Extension non-academic employees will look at the second to last box from the bottom.
 - Union support staff will look at the box that corresponds to their union type.
 - o Policy and procedure can be found here: <https://www.hr.msu.edu/policies-procedures/support-staff/support-staff-policies-procedures/edassist.html>
 - o Instructional PDF: http://www.canr.msu.edu/od/human_resources/processes_forms