

# Professional Development Resources for **Support Staff**

(Non-academic staff includes 1585, CT, CT type and AP/ APSA 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.

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## **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 and APSA 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](http://www.canr.msu.edu/od/human_resources/processes_forms)

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