

Supervisor Summer Outreach Weeks

Student Supervisor Welcome Email Script

Below is a short welcome email that might be helpful as an example for **student supervisors**. Adapt as needed to work best with your team. Many teams already have standard emails. Feel free to use and include what works best for you and your team. This example includes some ideas from what other teams have found helpful when welcoming new students and helping set the stage for work roles.

Hi *[insert student name]*,

My name is *[insert student supervisor name]* and I am *[insert position title]* at Berry College. I will be your student supervisor for your work team at Berry this fall and I'm excited to meet you soon!

As part of the *[insert team name]* team, we assist with *[insert key job responsibilities]*.

[Customizable per person] My favorite part of working in *[insert department]* the last few years has been the staff and other students I get to work with. Our team is one of the best on campus, in my opinion, and make the work more enjoyable and valuable.

As we start the fall semester soon, there are a few important pieces of information that I want to share with you.

1. We want to make sure we know a little bit more about you. In order to do this, please complete the following short survey *[insert survey link – Microsoft Form, Google Form etc]* for us. This will help us understand how many hours you want to work, your schedule of other activities/classes, contact information and more.
2. Our first short "meet and greet" time will be during Viking Venture on Thursday, August 19

Please feel free to email me back with any questions or concerns. Enjoy the last few weeks of summer and get excited to become a Viking soon!

My best,

[insert student supervisor name]