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Student Employment Office Office of Career Services	Student Job Description			1 / 1
				REVISED 9/91
SUBJECT	RANK	GROUP	CBC	PHYSICAL
<b><i>Assistant Student Manager</i></b>	x173	II	*	

\* position specific

DEFINITION:

Under the close supervision and in close conjunction with the manager, supervisors, and the Student Manager, the Assistant Student Manager usually performs the following duties:

- (a) Assists in the selection of qualified students by forwarding to the Student Manager recommendations for final action.
- (b) Assists the Student Manager in the direction and instruction of student employees.
- (c) Assists the Student Manager in controlling attendance with respect to punctuality, performance, and continued employability.
- (d) Reports matters concerning discipline to the Student Manager.
- (e) Counsels and motivates student employees to improve the quantity and quality of the product produced or the service rendered.
- (f) Assists in the review and tabulation of time-worked documentation.
- (g) Assists in the planning and layout of work schedules.
- (h) Assists in the training and instruction of student employees.
- (i) Assists in supervising during the evening close down operation.
- (j) Performs other customary and discretionary duties as required or assigned.

BASIC QUALIFICATIONS:

Completed four semester of university course work and one year of related work experience.

QUALIFICATIONS FOR STARTING AT STEP B:

Completed four semesters of university course work and at least one year of previous experience in a decision making capacity in the area of employment

