

MANUAL Student Employment Office Office of Career Services	SECTION Student Job Description			PAGE 1 / 2 <hr/> REVISED 9/91
SUBJECT Student Coordinator Operations/Administration Student Coordinator Projects	RANK x165	GROUP IV	CBC *	PHYSICAL

*position specific

DEFINITION:

Under the direction of a staff or faculty employee, a student usually performs all or part of the following duties:

OPERATIONS/ADMINISTRATION

- (a) Supports and implements the policies and goals of the Department and the University of Illinois, while interpreting and communicating these policies to student employees and motivating them to the utmost regarding these concerns.
- (b) Determines and recommends to the Director conditions of student employment which would generate good morale, high retention rates, and quality job performance.
- (c) Receives and investigates grievances and recommends a course of action after an evaluation of the facts and a review by the Director.
- (d) Assumes responsibility for recruitment, placement, training, and evaluation of student staff and maintenance of student personnel records.
- (e) Serves on the Director's staff, attend staff meetings, providing input, and working special assignments as deemed necessary.

PROJECTS

- (a) Supports and implements the policies and goals of the the Department and the University of Illinois.
- (b) Participates with Director and administrative/technical staff in developing project plans, specifications and timetables.
- (c) Coordinates projects to insure compliance with plans, efficiency and minimal disruption of day to day operations.
- (d) Monitors technical activities to authorize payment of accurate bills.
- (e) Maintains records and produces regular reports of activities and on projects.

MANUAL Student Employment Office Office of Student Financial Aid	SECTION Student Job Description			PAGE 2 / 2 REVISIED 9/91
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(f) Shows professional conduct at all times in appearance, posture and conversation.

(f) Serves on the Director's staff attending staff meetings, providing input, and working on special assignments as deemed necessary.

(g) Performs other customary and discretionary duties as required or assigned.

(g) Shows professional conduct at all times in appearance, posture, and and conversation.

(h) Perform other customary discretionary duties as required or assigned.

BASIC QUALIFICATIONS:

Completed six semesters of University course work and at least two years work experience in a capacity requiring discretion and independent judgment in a related field. Must be a graduate student.

QUALIFICATIONS FOR STARTING AT STEP B:

Basic qualifications plus an additional year of course work or comparable experience and/or course work.