

MANUAL Student Employment Office Office of Career Services	SECTION Student Job Description			PAGE 1 / 2 REVISIED 9/91
SUBJECT Student Manager	RANK x174	GROUP III	CBC *	PHYSICAL

DEFINITION:

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

- (a) Selects qualified students for employment.
- (b) Directs the work of, assigns duties to, and inspects the progress and completion of work assignments given to student employees.
- (c) Evaluates and rates student employees with respect to attendance, punctuality, performance and work attitude, for the purpose of determining continue employability.
- (d) Controls attendance and punctuality of student employees.
- (e) Recommends corrective discipline, i.e., oral warnings, written reprimands and discharges to employees for just cause.
- (f) Counsels and motivates student employees to improve the quantity and quality of the product produced or the service rendered.
- (g) Reviews and tabulates time worked documentation.
- (h) Plans and lays out student work schedules.
- (i) Trains and instructs other student employees.
- (j) Assumes responsibility for efficiently supervising student employees during the evening close down operation.
- (k) Performs other customary and discretionary supervisory duties as required or assigned.

BASIC QUALIFICATIONS:

Completed six semesters of university course work and at least two years of related work experience.

MANUAL Student Employment Office Office of Student Financial Aid	SECTION Student Job Description			PAGE 2 / 2 <hr/> REVISED 9/91
SUBJECT <i>Student Manager</i>	RANK x174	GROUP III	CBC *	PHYSICAL

QUALIFICATIONS FOR STARTING AT STEP B:

Completed six semesters of university course work or at least two years previous experience in a decision making capacity in the area involved.