Assistant Student Manager

DEFINITION:

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

(a) Assists in the selection of qualified students by forwarding hire recommendations to the Manager/ Supervisor.

(b) Assists the Manager/ Supervisor in the supervision and training of student employees.

(c) Assists the Manager/ Supervisor in controlling attendance with respect to punctuality, performance, and continued employability.

(d) Reports matters concerning discipline to the Manager/ Supervisor.

(e) Counsels and motivates student employees to improve the quantity and quality of the services rendered.

(f) Assists in the review of time-sheets.

(g) Assists in creating effective work schedules for student employees.

(h) Supervises the student staff during closing down of the facility, every evening.

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

BASIC QUALIFICATIONS:

Completed four (4) semesters of university course work and one (1) year of related work experience.

QUALIFICATIONS FOR STARTING AT STEP B:

Completed four (4) semesters of university course work and at least one year of previous management experience in the area of employment.