DEFINITION:

Under the close supervision of a Manager/Supervisor, 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 student employees with respect to attendance, punctuality, performance and work attitude, for the purpose of determining continue employability.

(d) Monitors 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 (6) semesters of university course work and at least two (2) years of related work experience.
QUALIFICATIONS FOR STARTING AT STEP B:

Completed six semesters of university course work or at least two (2) years previous experience in a decision making capacity in the area involved.