

MANUAL Student Employment Career Services	SECTION Student Job Description	PAGE 1 / 1 REVISOR 5/21
SUBJECT <i>Assistant Student Manager</i>	RANK x173	GROUP II

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.