

MANUAL Student Employment Career Services	SECTION Student Job Description	PAGE 1 / 2 REVISIED 5/24
SUBJECT <i>Assistant Student Manager</i>	RANK x173	GROUP II

DEFINITION:

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

- (a) Assists in selecting qualified students by recommending hires to the Manager/ Supervisor.
- (b) Supports the Manager/Supervisor in training and supervising student employees.
- (c) Aids in managing student attendance, including punctuality, performance, and continued employment.
- (d) Reports disciplinary matters to the Manager/ Supervisor.
- (e) Counsels and motivates student employees to enhance the quantity and quality of the services provided.
- (f) Assists in reviewing time sheets.
- (g) Assists in creating effective work schedules for student employees.
- (h) Supervises student staff during facility closure every evening.
- (i) Carries out additional tasks as required.

BASIC QUALIFICATIONS:

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

QUALIFICATIONS FOR STARTING AT STEP B:

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

LEARNING OUTCOMES*:

- Identify areas for continual growth while pursuing and applying feedback.
- Understand the importance of and demonstrate verbal, written, and non-verbal/body language abilities.
- Frame communication with respect to the diversity of learning styles, varied individual communication abilities, and cultural differences.
- Multi-task well in a fast-paced environment.

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- Inspire, persuade, and motivate self and others under a shared vision.
- Serve as a role model to others by approaching tasks with confidence and a positive attitude.
- Motivate and inspire others by encouraging them and by building mutual trust.
- Prioritize and complete tasks to accomplish organizational goals.
- Act equitably with integrity and accountability to self, others, and the organization.
- Effectively manage conflict, interact with and respect diverse personalities, and meet ambiguity with resilience.
- Collaborate with others to achieve common goals.
- Build strong, positive working relationships with supervisors and team members/coworkers.

*Learning outcome descriptions from the [National Association of Colleges and Employers \(NACE\)](#).