Assistant Student Manager

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.
**Assistant Student Manager**

- 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)].*