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, assigns duties to, and inspects the progress of work given to student employees.

(c) Evaluates student employees on attendance, punctuality, performance, and work attitude for continued employability.

(d) Monitors attendance and punctuality of student employees.

(e) Recommends corrective discipline, such as oral warnings, written reprimands, and terminations for just cause.

(f) Counsels and motivates student employees to improve productivity and quality.

(g) Reviews and tabulates time worked documentation.

(h) Plans and schedules student work shifts.

(i) Trains and instructs other student employees.

(j) Supervises student employees efficiently during evening close-down operations.

(k) Carries out other supervisory duties as assigned.

BASIC QUALIFICATIONS:

Completed six (6) semesters of university coursework and at least two (2) years of related work experience.

LEARNING OUTCOMES*:

- Professionally advocate for oneself and others.
- Understand the importance of and demonstrate verbal, written, and non-verbal/body language abilities.
- Communicate in a clear and organized manner so that others can effectively understand.
- Frame communication with respect to the diversity of learning styles, varied individual communication abilities, and cultural differences.
## Student Manager

- Make decisions and solve problems using sound, inclusive reasoning and judgment.
- Effectively communicate actions and rationale, recognizing the diverse perspectives and lived experiences of others.
- Advocate for inclusion, equitable practices, justice, and empowerment for historically marginalized communities.
- Keep an open mind to diverse ideas and new ways of thinking.
- Inspire, motivate, and persuade 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.
- Plan, initiate, manage, complete, and evaluate projects.
- Act equitably with integrity and accountability to self, others, and the organization.
- Maintain a positive personal brand in alignment with organization and personal career values.
- Prioritize and complete tasks to accomplish organizational goals.
- Have attention to detail, resulting in few, if any, errors in their work.
- Effectively manage conflict, interact with and respect diverse personalities, and meet ambiguity with resilience.
- Be accountable for individual and team responsibilities and deliverables.
- Collaborate with others to achieve common goals.

*Learning outcome descriptions from the [National Association of Colleges and Employers (NACE)](https://www.nace.org).*