

MANUAL Student Employment Career Services	SECTION Student Job Description	PAGE 1 / 2 REVISED 5/24	
SUBJECT Student Manager		RANK x174	GROUP III

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.

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- 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 \(NACE\)](#).