

STUDENT LABOR POSITION DESCRIPTION

Economics

Most Recently Updated 03/11/99

Position Title: Student Supervisor
Must work 15 hrs/wk.

I. Grade Level: 4-5

II. Description:

- A.** The following are the essential duties for a Student Supervisor in the Economics and Business Department:
- 1.** Help identify and recruit competent Teaching Associates for courses in which teachers use them, and Teaching Associates in the Computer, Accounting, and Economics Laboratories.
 - 2.** Organize, supervise, and as necessary, participate in a Teaching/Learning Laboratory and the Department Computer Laboratory. This will involve:
 - A.** Planning for tutoring assistance primarily in beginning Accounting and Economics, cooperating with teachers of more advanced courses as those teachers or the Chairperson may request.
 - B.** Reserving a classroom through the Registrar's Office for the Accounting and Economics Labs.
 - C.** Developing with the TAs a schedule of Lab hours for each TA, such that the Lab can meet the needs for assistance of most students. The hours of each Lab, as well as the Computer Lab, should be posted in the department.
 - D.** Attending Labs early in the term to ensure that TAs are functioning well and students are receiving adequate help. This should be continued periodically through the term as needed to keep informed and/or to supplement the TA staff if temporary shortages arise. Any long-term changes in the "demand or supply" of tutoring help will be discussed with the Chairperson.
 - E.** Publicizing the available hours of the Labs.
 - 3.** Plan tutoring assistance for students unable to attend the Lab and/or who require additional one-on-one assistance.
 - 4.** Help teachers and TAs establish procedures and working relations such that paper-checking gets done as needed.
 - 5.** Facilitate an optimum level of communication between teachers and their TAs and between faculty and students generally.
 - 6.** With the assistance of the Chairperson and the Departmental Secretary, plan and conduct student labor meetings and/or social activities for the Department.
 - 7.** Help faculty and staff evaluate student labor. This will relate particularly to TAs and ordinarily will include providing the appropriate labor supervisor with evaluation recommendations.
 - 8.** Serve as a Teaching Associate for either business or economics courses as contracted hours permit. Must have a thorough understanding of the materials presented in the course.
 - 9.** Performs other job-related duties as assigned.

10. See that the workplace and environs are clean.

II. Description (Cont.):

B. The following are *possible additional* duties for this position:

None beyond those described as essential above.

III. Learning Opportunities:

A. If Grade 4, develop the attributes appropriate to Grade 4 positions: an understanding of relations between individuals, institutions, and processes; comprehension of job-related values, realities, and goals; a commitment to service; and the ability to articulate and interpret observations, experiences, and understanding.

B. If Grade 5, develop the attributes appropriate to Grade 5 positions: an understanding of departmental management; taking responsibility for the effectiveness of others; an awareness of departmental and institutional relationships; teaching and instruction techniques; communication and interpersonal skills; and evaluation of workers and procedures.

C. Improve organizational and planning skills.

D. Improve communication skills with faculty, students, and department secretary.

E. Supervising other students.

F. Develop evaluation skills.

IV. Basic Qualifications:

A. General: High degree of individual initiative.

B. Skill: Ability to communicate effectively with students and instructors; thorough familiarity with necessary procedures for conducting labs and tutoring sessions successfully; prior experience in the Department of Economics and Business as a Teaching Associate; communication and organizational skills.

C. Physical: No limitations.

D. Academic: Business or Economics major.

V. Desirable Qualifications:

none.

VI. Narrative Summary:

Student recruited teaching associates for courses and labs; organized, publicized, and supervised labs; planned supplementary assistance for students; facilitated communication as to paper-checking among teachers and TAs; helped evaluate TAs; helped lead departmental staff meetings and social events; and served as a TA as hours allowed.