

approved

STUDENT LABOR POSITION DESCRIPTION

Most Recently Updated 03/15/99

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

1 Grade Level: 5

2a Description: The following are the essential duties for a Student Manager in the Solid Waste/Recycling office of the Facilities Management Department:

- A. Coordinate work assignment directives from Solid Waste Coordinator to student staff.
- B. Establish and maintain recycling contacts within residence halls, academic halls and offices.
- C. Train/supervise student labor.
- D. Communicate with public (College community, vendors) to address program needs and problem solving.
- E. Perform other job-related duties as assigned.

2b Description: The following are *possible additional* duties for this position:

- A. Operate equipment as licensed/qualified (tractor, front loader, baler, forklift).
- B. Coordinate scheduling for pickups.
- C. Monitor collection levels of recyclables for pickup by private vendors.
- D. Assist Solid Waste Coordinator in maintaining records.
- E. See that the workplace and environs are clean.

3 Learning Opportunities:

- A. 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.
- B. Supervisory skills.
- C. Training skills.
- D. In-depth understanding of Solid Waste/Recycling program, and ability to communicate it to others.
- E. Basic public relations and public contact skills.
- F. Increased coordinating and organizational skills.

4 Basic Qualifications:

- A. General: 15-hour/week availability.
- B. Skill: Drivers license, Defensive Driving course completion,
- C. Physical: Able to lift up to 30 pounds.
- D. Academic: Academic probation prohibitive to this level of management.

5 Desirable Qualifications:

- A. Dedication to further improving program goals.
- B. Desire to educate College community in waste reuse/reduction/recycling.
- C. Enthusiasm and communication skills.
- D. Belief in positive sociological application of program.

6 Narrative Summary: Student coordinated work assignments for student staff; liaised between solid waste/recycling program and dormitories, academic buildings and offices; trained and supervised fellow students; and communicated with College community and vendors regarding program and problem solving. Student may also have operated equipment, scheduled pickups, and helped maintain records.