

approved

STUDENT LABOR POSITION DESCRIPTION

Facilities Management

Most Recently Updated 03/15/99

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

1 Grade Level: 4

2a Description: The following are the essential duties for a Student Assistant Supervisor in the Dormitory Maintenance/Zones office of the Facilities Management Department:

- A. Dormitory maintenance and repairs.
- B. Take a leadership role with fellow student workers.
- C. Supervise other students.
- D. Perform other job-related duties as assigned.

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

- A. Make independent decisions.
- B. Delegate responsibilities to other student workers.
- C. See that the workplace and environs are clean.

3 Learning Opportunities:

- A. 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. Leadership skills.
- C. Supervisory skills.
- D. Advanced training in maintenance functions.

4 Basic Qualifications:

- A. General: Have worked at least Grade 3 in Maintenance for one year.
- B. Skill: Working knowledge of plumbing, carpentry, and electrical work; training ability.
- C. Physical: Able to lift heavy loads.
- D. Academic: none.

5 Desirable Qualifications:

- A. Leadership qualities.
- B. Advanced training in maintenance.

6 Narrative Summary: Student performed dormitory maintenance and repairs, assisted with supervising and leading fellow student workers who were less experienced.