

approved

STUDENT LABOR POSITION DESCRIPTION

Seabury Center

Most Recently Updated 04/14/99

Position Title: Student Assistant Director Event Management, Seabury Center
Must work 15 hrs/wk.

I. Grade Level: 5

II. Description:

A. The following are essential duties for the Student Assistant Director for the Seabury Center:

1. Take care of facility set-ups for events.
2. Supervise post-event clean up.
3. Communicate with supervisors, staff and members.
4. Assist supervisors and team leaders.
5. Take part in hiring and supervising staff.
6. Take part in planning staff meetings and events.
7. Help out when labor assignments are missed.
8. Perform other job-related duties as assigned.
9. Participate in weekend rotations.

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

1. Help out in disciplinary matters.
2. Be available on call to take care of matters as needed.
3. Work with team supervisors to provide effective leadership to teams.
4. Lead portions of labor meetings.
5. Provide other services as needed.
6. See that the workplace and environs are clean.

III. 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.** Team work.
- C.** Management skills.
- D.** Supervisor skills.
- E.** Organizational skills.
- F.** Disciplinary skills.
- G.** Communication skills.

IV. Basic Qualifications:

- A. General: good people skills; organizational skills.
- B. Skill: great communication skills, problem solving skills and responsibility.

IV. Basic Qualifications (cont.):

- C. Physical: good physical health (able to lead the set-up for events).
- D. Academic: good academic standing.

V. Desirable Qualifications:

- A. Dedication.
- B. Reliability.
- C. Dependability.

VI. Narrative Summary:

Student set up facility for events and supervised post-event clean-up, communicated with supervisors, staff and facility members, assisted supervisors and team leaders, helped hire and supervise staff, helped plan staff meetings and events, and filled in when other student workers were missing from their shifts. Student may also have helped in disciplinary matters, helped provide leadership to teams, and lead portions of staff meetings.