Student Job Description

Title: Student Manager/Supervisor/Director
Job Code: 9622

General Description:
• Performs all the duties of an associate in addition to highly complex administrative work including considerable internal and external contacts with access to confidential information

Duties:
• No direct supervision and requires a high level of independent judgment, initiative, and discretion May be responsible for supervising other student employees
• Coordinates specific departmental projects from beginning to end
• Assist in planning and developing new departmental policies and procedures
• Responds to non-routine internal and external inquiries and gives information in areas requiring policy interpretation
  Attends training/orientation sessions
• Supervise the activities of several other student employees

Experience Level: 4