

STUDENT WORKER SUPERVISOR RESPONSIBILITIES

The role of the supervisor is vital to the success of any student worker program, and in order to be effective the supervisor must perform a wide range of activities.

As a supervisor, you are responsible for the development of the work environment. This process begins when you interview and select student workers with the skills and attributes necessary to support the operations of your department. You must communicate departmental goals, provide job descriptions, organize assignments and establish expectations for your students. You will also be responsible for training, motivating, communicating with, guiding, evaluating and relating to the students you hire.

You should serve as a model for the development of good work habits, such as punctuality, dependability, cooperation, honesty and efficiency.

A supervisor's primary responsibility is providing student employees with adequate guidance, training and support. You are responsible for the work that your student employees do. Many students have a great deal of potential but very little work experience. Your patience and support can help them develop that potential and become a valuable asset to the department as they gain important work experience.

Although it may be difficult to establish a formal training program for student employees, good personnel practices requires that every new student worker or regular employee be oriented to the organization of the specific workplace and be trained to perform necessary tasks.

If you supervise student workers at Antelope Valley College you have the following responsibilities:

1. Submit a complete job description of responsibilities and duties for each student work position to the Job Placement Center.
2. Inform the student of his/her role in the department and standards of behavior expected from all employees.
3. Assist the student in developing skills and procedures necessary to perform assigned tasks.
4. Provide a workspace that is safe and free from hazards.
5. Keep communication lines open, clear and constructive.
6. Set a good example.
7. Treat student employees according to their rights, which are the same as all employees, as defined by applicable college, state and federal regulations.
8. Evaluate each student employee one time per semester and forward the evaluation to the Job Placement Center.

9. Work with your student employees to establish regular work schedules, making it clear that you expect them to follow these schedules.
10. Give a student's academic progress priority by allowing flexibility in scheduling during exam times.
11. Verify the accuracy of your student worker's time sheets before signing them. The person who signs as supervisor confirms the hours worked as they appear on the time sheet. Time sheets become official records open to audit by the federal government and supervisors are accountable for the accuracy of the records.
12. If termination of a student employee becomes necessary, complete the student worker termination form and return it to the Job Placement Center for processing.

REQUESTING A STUDENT WORKER

Any prospective student worker supervisor with a job opening and requesting the assignment of a student worker, must complete an On Campus Job Specification Form and submit it to the Job Placement Center.

INTERVIEWING A PROSPECTIVE STUDENT WORKER

Once the Job Specification Form has been evaluated by the Job Placement Center, prospective student worker candidates will be directed to the requesting department. It is the prospective supervisor's responsibility to review the applications, arrange interviews and evaluate these student worker candidates.

Topics to be discussed at the interview include:

1. Regular work schedules and variation in work schedules during holidays and examination periods.
2. Procedure for recording hours worked and review of time sheet.
3. Paydays and paycheck distribution.
4. Responsibilities toward college facilities and equipment.
5. Performance standards.
6. Safety and health practices.
7. Security procedures.
8. Acquaintance with supervising and administrative personnel.

When discussing supervision, it is important to provide answers to the following questions:

1. Who is the student worker's immediate supervisor?
2. Who is the next supervisor in the chain of command?
3. To whom should the student direct questions or problems?
4. Who should be contacted in case of absence or change in work schedule?