

GSRC STUDENT SUPERVISOR

POSITION DESCRIPTION

GSRC Student Supervisors are responsible for supporting the GSRC Director with the management of the Office Assistant program. The five main goals/responsibilities of this role are to (1) build cohesion within the OA team by planning and facilitating bonding and team-building opportunities (2) act as a resource to fellow OA's via scheduled check-ins and email/slack communication during their shift times (3) support team learning through research and program/curriculum suggestions (4) maintain and organize OA resources (5) support evaluation and assessment of the program.

HUMAN RESOURCES DETAILS

Shifts: 10-15 hours/week • Mornings, evenings, and weekends available

Starting Wage: \$15/hour

Reports To: GSRC Director

GSRC HOURS OF OPERATION (during the academic year while classes are in session)

Mon – Fri 9am – 11 pm, Sat & Sun 11am-11pm

ESSENTIAL FUNCTIONS & EXPECTATIONS

GSRC Student Supervisors (SS) report directly to the GSRC Director. The SS's main responsibility is to support the Director in managing and developing the OA program through various tasks as assigned. Additionally, SS's will act as an information resource for the Office Assistant team - accessible via slack and email during their scheduled GSRC shift times. The SS will be responsible for the entire OA team (11 people) and will meet with those OA's twice per quarter. The SS role will be in addition to Office Assistant responsibilities when needed.

Other Student Supervisor responsibilities include:

- Coordinate collection of OA availability each quarter for shift scheduling purposes
- Coordinate and facilitate one OA team bonding event per quarter
- Support assessment and evaluation of the office assistant experience
- Meet weekly with the GSRC Director
- Check-in twice a quarter with each OA team member
- Be available on slack and email during scheduled shifts and SS work time to answer OA questions
- Coordinate the end of year OA celebration and recognitions with GSRC SEL
- Support OA program development with research and feedback sessions
- This is in addition to all Office Assistant role responsibilities when needed

MINIMUM SKILLS AND QUALIFICATIONS

- Current Northwestern University Undergraduate Student
- At least one year experience as a student employee at Northwestern
- Demonstrate commitment to diversity and social justice through coursework or involvements
- Strong understanding of how to respect diverse gender identities and sexual orientations
- Experiences in supporting operations, facilities, and programs of a university office
- Demonstrate strong communication skills
- Good organization skills
- Ability to work independently and proactively on projects and tasks
- Confident problem solving and decision-making skills
- Remain in good academic standing, with a minimum cumulative GPA of 2.7, with no/low level conduct violations. Conduct violations are subject to review

GSRC STUDENT SUPERVISOR