

STUDENT SUPERVISOR

POSITION DESCRIPTION

GSRC Student Supervisors (SS) are responsible for supporting the GSRC Director with the management of the Student Resource Advisor (SRA) program. The five main goals/responsibilities of this role are to (1) support the operations of the GSRC (2) act as a resource to fellow SRA's via scheduled monthly check-ins and email/slack communication during their shift times (3) support team learning through research and program/curriculum suggestions (4) maintain and organize SRA resources (5) support evaluation and assessment of the program.

HUMAN RESOURCES DETAILS

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

Starting Wage: \$16/hour

Reports To: GSRC Director (or designee)

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

7 Days a week: 11am – 12am

ESSENTIAL FUNCTIONS & EXPECTATIONS

GSRC Student Supervisors (SS) report directly to the GSRC Director or designee. The SS's main responsibility is to support the Director in managing the physical space and developing the SRA experience through various tasks assigned. Additionally, SS's will act as an information resource for the SRA team - accessible via slack and email during their assigned space-check days. The SS will be responsible for the entire SRA team (10-12 people) and will meet with those SRA's twice per quarter in a 1-on-1 capacity. The SS are also responsible for all SRA responsibilities when needed and will be expected to work desk shifts on occasion.

Other Student Supervisor responsibilities include:

- Manage GSRC general operations, including reservations, shift reports, and library
- Meet bi-weekly with the GSRC Director
- Market and coordinate student exhibits in the Student Exhibition Lounge
- Conduct monthly 1-on-1's with SRAs
- Co-conduct daily space checks to address facilities needs
- Coach and hold SRA team accountable to assigned tasks related to desk-shifts
- Be available on slack and email to answer SRA questions
- Coach and hold SRA team accountable to research and project content and deadlines
- Support SRA team development through Continued Education content contributions
- Complete all SRA duties when needed and take desk shifts as needed
- Coordinate and facilitate one SRA team bonding event per quarter

MINIMUM SKILLS AND QUALIFICATIONS

- Current Northwestern University Undergraduate Student
- At least one year experience as a student employee for Northwestern's GSRC
- Experience in supporting operations, facilities, and programs of a university office
- Ability to work independently and proactively on projects and tasks
- Confident problem solving and decision-making skills
- Demonstrate commitment to engagement and belonging
- Demonstrate strong communication skills
- Good organization skills
- Remain in good academic standing, with a minimum cumulative GPA of 2.0, with no/low level conduct violations. Conduct violations are subject to review.