



THE ROLE OF A SUPERVISOR

Many student assistants have never had jobs or worked in a “professional” capacity before. Supervisors need to explain differences between their college experience and work experience and help students understand the value of on campus experiences.

Recommendations for supervisors:

- Orient the student in detail to the role in the department
- Explain the standards of behavior expected
- Ensure that students comply with FERPA and other policies
- Provide training necessary to perform job tasks
- Ensure adequate supervision of student work
- Keep lines of communication open, clear, and constructive
- Ensure that students are performing the tasks defined in their job descriptions
- Monitor the award balances of Federal Work-Study students and budgeted amount for student employees
- Verify the accuracy of student time entry
- Ensure that students take a half-hour (minimum) unpaid break if working six or more continuous hours
- Ensure that students do not work during scheduled class times

Tips for supervisors

- Establish clear goals
- Delegate!
- Set a positive example of professional, polite, and ethical behavior
- Remember that student employees are students first
- Show appreciation for exceptional work
- Allow for student input/engagement
- Be an accessible supervisor
- Be a student
- Be a teacher
- Encourage risk-taking and decision-making
- Communicate openly and honestly