

GSRC STUDENT SUPERVISOR

POSITION DESCRIPTION

GSRC Student Supervisors (SS) are responsible for supporting the GSRC Director with the management of the Student Resource Advisor (SRO) 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 SRO'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 SRO 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)

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

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 SRO 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 SRO team (10-12 people) and will meet with those SRO's twice per quarter in a 1-on-1 capacity. The SS are also responsible for all SRO responsibilities when needed.

Other Student Supervisor responsibilities include:

- Coordinate and facilitate one SRO team bonding event per quarter
- Support assessment and evaluation of the SRO experience
- Meet bi-weekly with the GSRC Director
- Conduct monthly 1-on-1's with SROs
- Co-conduct daily space checks to address facilities needs and upkeep SRO accountability measures
- Be available on slack and email during scheduled shifts and SS work time to answer OA questions
- Coach and hold SRO team accountable to research and project content and deadlines
- Support SRO program development with research and feedback sessions
- This is in addition to all Office Assistant role responsibilities when needed
- Coordinate collection of SRO availability each quarter for shift scheduling purposes (as 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 2.0, with no/low level conduct violations. Conduct violations are subject to review

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