Head Student Supervisor

Department: Dining and Culinary Services

Location: Various Dining Units

Compensation:
- Level 1 – $11.80 per hour
- Level 2 – $12.05 per hour
- Level 3 – $12.55 per hour

Hours:
- A Head Student Supervisor works an average of 17 hours a week
- A schedule is expected to include at least 5 office hours and a minimum of one floor shift.
- Scheduling is flexible and based on academic availability and operational need.
- Summer hours may be available.
- **Additional scheduling considerations:**
  - Academic Year 2016-17:
    - Mandatory Fall 2016 supervisor training begins Monday, August 22nd.
    - 40 hours per week during training
    - Mandatory January 2017 supervisor training begins January 12th, 2017

Qualifications:
- Must be able to lift 50 pounds.
- Preference given to applicants with experience in University Housing Dining and Culinary Services

Position Summary:
Head Student Supervisors are responsible for maintaining a constructive workplace by hiring, training, and developing student Team Members, Student Supervisors, and Office Student Supervisors. The position requires strong communication and leadership skills in order keep the operation running smoothly and efficiently.

Supervisor: This position is supervised by the Unit Manager.

Duties & Responsibilities:
Division of University Housing is committed to demonstrating our Core Values: **Care** in how we approach people and our work; **Creativity** in solving problems; **Integrity** in our interactions with staff and customers; **Optimism**, focusing on opportunities and positive outcomes; **Respect** for the differences, strengths, and potential in people; **Stewardship** of human, financial and natural resources; and **Excellence** in customer satisfaction and communication.

- Assist Unit Managers in directing and supervising student supervisors and student employees.
- Hire and schedule student employees working within the policies set by Housing Human Resources.
- Organize and conduct orientations and training.
- Maintain budget records for student employee labor hours and report numbers on a weekly basis using the Unit Budget Report sheet.
- Maintain student employment records, such as sick-calls, exam excusals, timecards, schedules, and employment paperwork.
- Help administer unit budgeting, labor analysis, and payroll tasks with the assistance of Office Student Supervisor.
• Check and correct all student payroll information when necessary; sign and submit to payroll office by 10:00AM on Monday.
• Evaluate student employee performance and offer additional training and support when necessary.
• Provide positive, constructive feedback to Team Members and Assistant Student Supervisors.
• Participate in the implementation of the campus WiGrow student employment initiative in units.

**Additional Level 2 Criteria:**
- Head student supervisors need to accumulate 350 hours of work in their current position to become eligible for the Level 2 pay rate.

**Additional Level 3 Criteria:**
- In addition to accumulating 350 hours worked in their current position, Head Student supervisors must meet the following requirements:
  - Must achieve 7 of the 10 Team member requirements
  - Must achieve 3 of the 4 Supervisor specific criteria consistently
  - Must achieve 3 of the 4 Head/Office Supervisor criteria consistently:
    - Complete WIGROW to 100% accuracy
    - Effectively enter and sign off Kronos pay periods
    - Oversee changes in student schedules
    - Hold Student Supervisors accountable.
  - Note: Level 3 pay rates will be considered at the following WiGrow discussion point, not in conjunction with the Level 2 increase.

**Knowledge/Skills:**
- Knowledge of Dining operations
- Ability to work collaboratively and independently
- Strong leadership and communication skills
- Attention to detail and organization
- Ability to creatively problem solve

**Application Instructions:**
- To apply, go to [https://onlineservices.housing.wisc.edu/hronlineapp/index.jsp](https://onlineservices.housing.wisc.edu/hronlineapp/index.jsp) (under 2016-17) and submit your online application, including work history.
- Deadline to ensure priority consideration is **11:59pm on Tuesday, February 23rd, 2016.**

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