

Job Description

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| Information |
| **Job Title:** | ***Student Employment Manager*** | **EEOC Job Classification** | Professionals |
| **FLSA Classification** | Non-exempt |
| **Department:** | Student Employment | **W/C Classification** | 8810 – Clerical |
| **Reports To:** | Provost | **Compensation** | $24.00 - $28.00/hour |

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| Summary |
| Student Employment at TMU is an integral part of our students’ total academic experience. On-campus jobs welcome students to participate as part of the campus workforce and offer opportunities for professional growth while affirming academic pursuits and exploring future careers. The Master’s University Office of Student Employment (OSE) exists to serve both students and on-campus employers in the on-campus employment process. The OSE ensures participants in the university’s student employment programs abide by all applicable federal and state employment laws and regulations, as well as institutional employment policies. |

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| Essential Job Functions |
| Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*Strategic Leadership of Student Employment** Develop and implement strategic plan for high-impact and co-curricular student employment program, impacting 350+ student employees, 70 supervisors and 56 intercampus departments.
* Consult with supervisors and student employees across campus to solve problems and answer questions regarding student employment best practices.
* Create protocols for utilizing career development technology for student employment job postings and determine efficient workflows to ensure a positive experience for students and supervisors.
* Facilitate 250+ (annual average) student job board postings in collaboration with on and off-campus hiring teams and employers.
* Process 800+ applications (annual average) for student employment in collaboration with Human Resources, on and off-campus hiring teams and employers.

*Human Resources Operations** Lead daily operations and execution of professional development programs for student employees and supervisors, including all associated Human Resources function: workforce planning, recruiting, hiring, onboarding, personnel actions, separations, compensation reviews, employee relations, and performance evaluations.
* Maintain 200+ student job descriptions; conduct annual audit to ensure accuracy.
* Receive, review, and process documents pertaining to new hire onboarding, separations, and personnel actions, while verifying completeness, accuracy, and compliance within established legal, policy and procedural requirements.
* Follow up with department representatives as necessary to ensure resolution of problems involving incomplete, inaccurate, or non-compliant documentation.
* Ensure timely management of employee relations, counseling and guidance to student employees and supervisors across divisions, in partnership and advisement from Human Resources.
* Review student timecards and resolve discrepancies in preparation for biweekly, hourly (student) payroll in collaboration with Payroll Manager.

*Training & Professional Development** Identify key competencies for student employee and supervisor development and direct implementation of programmatic frameworks to ensure positive learning outcomes.
* Develop curriculum and resources for supervisors on developing student employees and providing high quality employment experiences, including training in comprehensive policies and processes, recruiting, hiring, onboarding, training. evaluations, separation, and recognition.
* Oversee student employee orientation and compliance training to prepare students to be successful in their campus roles while setting goals to enhance professional and/or vocational skill development.

*Partnerships & University Citizenship** Administrate the university’s Federal Work Study Program in partnership with the Office of Financial Aid and US Department of Education.
* Partner closely with divisional leadership, managers, supervisors, and employees across campus to ensure comprehensive organizational success and coordination, as well as to improve working relationships, build morale, and increase productivity and student employee retention.
* Serve as a Designated School Official (DSO) to support the university’s international (F-1 student visa) student employee population.
* Performs other related duties as assigned.
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| Qualifications |
| * Has a personal relationship with Jesus Christ and a demonstrated commitment to the doctrinal position of TMUS and a continuous exhibition of a desire to minister and serve others in varied capacities.
* Demonstrated ability to establish and maintain effective working relationships with staff, faculty, vendors, students, &/or community members of diverse academic, socio-economic, cultural, & ethnic backgrounds.
* Excellent written and verbal communication skills
* Strong organizational and interpersonal skills
* Service oriented with strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.
* Exercise confidentiality, good judgment and discernment.
* Must successfully pass a background investigation.
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| Supervisory Responsibility |
| * Interview, train, and supervise student staff of Student Employment Office.
* Serve as Head Supervisor of 350+ student employees participating in TMU’s Student Employment Programs.
* Provide indirect supervision of 60+ interdepartmental supervisors in relation to the management, care, and mentorship of student employees.
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| Education and Experience |
| * Bachelor’s degree in human resources, communications, student services or related field, or equivalent combination of education and work experience.
* 2+ years of related experience in Human Resources, Career Services, Student Services, or a related field.
* 2+ years supervisory and/or relationship management experience.
* Experience in visioning, planning, designing, and implementing innovative programs *preferred*.
* Experience in strategic planning and successful execution of strategic objectives *preferred*.
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| Physical Demands |
| The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.* While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; has full dexterity of hands and arms.
* This position requires the ability to occasionally lift office products and supplies, up to 30 pounds.
* No travel with overnight stay expected.
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| Additional Information |
| Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.The Master’s University & Seminary does not discriminate on the basis of race, color, national origin, ancestry, gender, age, marital status, veteran status or prior military service, medical condition, or any physical or mental disability. We are committed to practicing principles of equal employment opportunity and diversity based upon sovereign Biblical principles. |