



Campus Recreation

Student Personnel

Student Personnel Manager Job Description



Position Overview:

The Student Personnel Manager (SPM) will assist with full cycle recruiting and onboarding processes. The SPM will complete daily file maintenance, assist with on-boarding and off-boarding student employees. The SPM will serve as a facilitator during information sessions and tabling events, and general office clerical work. This person reports to the Coordinator-Student Personnel.

Position Duties and Responsibilities:

- Serving as a resource for program area supervisors and Reception Desk staff
- Input bi-weekly payroll information, update budget worksheets and submit payroll changes
- Manage accountability point system, and process accountability sheets
- Maintain uniform inventory and distribution requests
- Communicate and uphold all Campus Recreation policies and procedures.
- Support office initiatives; to include event promotion and program support
- Other duties as assigned

Qualifications:

- Available to work up to 10 hours a week
 - Monday – Friday: 9:00 am - 5:00 pm
- Availability to work summer is preferred.
 - Will create training materials for August training
 - Will provide training for any new employees hired over the summer
- Advance knowledge of with Microsoft Office Suite
- Be able to handle conflict and hold others accountable
- Strong attention to detail
- Highly organized and able to keep personnel information confidential
- Have effective written and oral communication skills
- Ability to manage long and short-term projects
- Possess excellent time management skills in order to meet deadlines

Contact Person: TiErra Johnson, Coordinator- Student Personnel

E-mail: CRSEmployment@towson.edu

How to apply:

Due Date: