SWRC Facility Student Supervisor

- Duties and Responsibilities:
  o Assume responsibility for supervising staff and ensure that department operations function smoothly in the absence of the professional staff.
  o Update and maintain records and inventory, as well as ordering supplies as needed.
  o Inspect the entire facility periodically throughout the day, and report any maintenance problems as needed.
  o Recognize and respond to all incidents and emergencies and provide proper emergency care when necessary.
  o Work consistently in a self-directed manner and without direct supervision.
  o Maintains a positive, helpful, constructive attitude and work relationship with supervisors, college staff, students, and the community.
  o Represent the SWRC in a professional manner at all times by providing a friendly, welcoming, and inclusive environment.
  o Perform other duties as assigned.

- Required Qualifications:
  o The requirements listed below are representative of the minimum knowledge, skill, and/or ability required of an individual.
    ▪ Currently enrolled North Idaho College student.
    ▪ Possess CPR/AED and First Aid certification.
    ▪ Meet and maintain Student Leadership Academic Policy grade requirements.
    ▪ Exceptional customer service and leadership skills.
    ▪ Ability to give and follow written and oral instructions and communicate effectively, both verbally and in writing in English.
    ▪ Ability to add, subtract, divide and multiply simple numbers.
    ▪ Proficient use of personal computers and peripheral devices including printers and scanners, as well as the ability to use computer programs effectively and efficiently for scheduling, research, communication and more.
    ▪ Willingness and ability to work evening and weekend hours.