

## “Managing Student Workers”

### Content:

Work-study is a major part of many students; overall college experience, and you, as the student’s supervisor, rely on them to accomplish the day-to-day tasks. Hone your supervisory skills and feel more confident in your role as supervisor by attending this interactive workshop.

### You will learn to:

- Get student employees to understand their job duties and responsibilities
- Delegate tasks effectively
- Give effective feedback
- Motivate student employees to perform the tasks they are assigned

**Presenter:** Kristen Baumann, Assistant Director Graduate Management Admissions at Boston College.

Kristen, a Senior Consultant with *E. Wallace Coyle Associates*, is the Assistant Director in the Graduate School of Management at Boston College. Kristen received her BA from Stonehill College and her MBA from the Carroll School of Management at Boston College. Kristen has instructed in the Administrative Assistant Training Program for The Boston Consortium and Colleges of Worcester Consortium. She has also done programs for MassDOT on Presentation Skills and Managing in the Municipal Environment.

**Date:** Wednesday, September 21, 2011

**Time:** 10:00 a.m. – 12:00 p.m.

**Registration:** 9:30 a.m.

**Place:** WPI, Human Resources Training Room in Morgan Hall

### Fall 2011 Professional Development Seminar Series

### REGISTRATION FORM

### “Managing Student Workers”

**Complete and return to: Human Resources Office at your institution by noon on Wednesday, September 14, 2011.**

Space is limited to 25 participants. Enrollment will be confirmed. Please do not attend the seminar unless you have received confirmation.

**Please include your e-mail address:** \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Dept.: \_\_\_\_\_

Phone/Ext.: \_\_\_\_\_ Supervisor's Signature: \_\_\_\_\_