

Engaging and Empowering Your Student Staff

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Student Employment: More Than Just a Job

★ *Why Should a Program Consider Involving its Student Employees in Administrative and Planning Tasks?*

Promoting Learning: Enhance the Job Beyond the Basic Tasks

Highlighting Leadership Opportunities: Hire Student Leaders Not Just Student Employees

Maximizing Staff Skills and Talents: Taking Advantage of the Diversity of Knowledge, Skills, and Talents

Establishing Employee Ownership: Make the Employee's Impact Evident, Student Investment in the Program

Reduce Your Workload: Less Busy Work, Shift to Supervision and Mentorship

Assess Your Program: Job Components and Job Levels

★ *What are Basic Components of Your Job as a Program Coordinator / Director?*

Staffing, Customer Service, Conflict Management, Program Scheduling, Event & Activity Preparation, Event Facilitation & Management, Marketing & Promotions, Risk Management, Program Budgeting

★ *What Responsibilities are You Willing to Yield to Your Student Employees?*

★ *How Involved are Your Current Employees in Administrative and Planning Tasks?*

Program Changers: Program Assistants, Team Leaders

Decision Makers: Facility & Event Supervisors, Managers, Lead Workers, Lead Staff

Workhorses: Entry-Level Employees

Implementing a New Model

Finding the Right Approach for Your Institution, Program, & Staff

Evaluate Your Current Model: Expansion of Certain Positions, New Student Job Responsibilities

Develop a Plan: Select Your Approach, Advocate Change, Set Realistic Goals on a Manageable Timeline

Comparing and Contrasting Two Models

★ *How Can You Engage Your Student Employees While Best Ensuring Success in a New Model?*

Interest-Based Models: Sample Groups – By Intramural Sport, By Group Exercise Type, By Outdoor Adventure

Interest-Based Models: Key Aspects – Easier to Implement with Staff, Enthusiasm for Topic, KSAs May Be Limited

Skills-Based Models: Sample Responsibilities – Staff Training, Staff Evaluation, Program Promotion

Skills-Based Models: Key Aspects – Staff Selected Based on Noted Skills, Higher Rate of Success in Specific Tasks

Interest-Based Model

★ *How Can You Divide Your Program Based on Areas of Interest?*

Interest-Based Model: Relies on General Skills Set to Accomplish Range of Tasks Specific to Particular Activity

Sample Responsibilities: Marketing & Promotion, Patron & Participant Relations, Staff Evaluation, Event Administration

Skills-Based Model

★ *How Can You Divide Your Program's Key Tasks Based on the Skills Necessary to Accomplish Those Tasks?*

Skills-Based Model: Relies on Specific Skills Set to Accomplish Specific Tasks for a Range of Activities

Individual Example: Student Directors for Officials, Office Operations, Registration, Personnel, Marketing, Facilities

Group Example: Work Teams for Officials Training, Officials Evaluation, Customer Service, Promotions, Facilities

Selecting Employees for Specific Positions

★ *What Process Will You Use to Select Employees to Individual Positions?*

Formal Process for Specific Positions: Formal Application, Resume, Cover Letter, Questionnaire; Hiring Committee Interviews Candidates

Hired Individuals Shadow Current Employees, Receive Additional Training, Take Over Role in Next Term

Determining Work Teams from a Large Staff of Employees

★ *How Can You Create a Team Approach to Accomplishing Specific Tasks for Your Program?*

Team Approach: All Employees Hired into Position Have Expectation to Contribute to a Specialized Work Team
Work Teams Have Veteran & Rookie Employees, Provides Continuous Training, Enhances Year-to-Year Consistency
Assignment to Work Teams Based on Individual Preferences and Professional Staff Assessment of Particular Skills

Evaluating the Risks and Rewards

★ *How Do You Manage the Risks Involved When Students Take Charge?*

Where Can This Go Wrong? Little Mistakes, Incorrect Decision-Making, Less-Informed Ideas, Lacks Big Picture Perspective

Prepare Yourself: Shift Your Role to Mentor & Supervisor, Be Comfortable with Your Risks

Finalize Your Plan for Success

★ *Are You Ready to Assess Your Model's Success?*

It's in the Details: Outline Detailed Objectives and Goals

Tie It In with Learning Outcomes: Effective Communication, Intellectual Growth, Leadership Development

Develop an Assessment Plan: Formal and Informal, Qualitative and Quantitative

See the Success: Visible Evidence of Progress is Key Motivator for Your Student Staff

Share Your Successes: Tell Others What Works for Your Program

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Presentation Materials and Examples

Available Online at fsu.campusrec.com/nirsa