



Office of Student Employment
5781 Wingate Hall
(207) 581-1349
student.employ@maine.edu

University of Maine Orono
Supervisor Roles & Responsibilities

Please note that responsibilities listed below are general descriptions and may vary from department to department, as well as by campus.

As a supervisor, you are responsible for the following:

General Supervisory Responsibilities

- Understand University and departmental policies and procedures for hiring and supervising students
- Inform the student of his/her role in the department and standards of expected behavior
- Assist the student in developing skills and procedures necessary to perform assigned tasks
- Provide clear job expectations for student workers
- Provide a working environment where students can learn transferable job skills
- Provide opportunities for leadership development of student employees
- Serve as a model for the development of good work habits, such as punctuality, dependability, cooperation, honesty and efficiency

Orono-Specific Requirements

- Ensure student employees have completed all required paperwork (authorization and tax paperwork) with the Student Employment Office
- Ensure student employees have completed all required trainings (visit <https://umaine.edu/studemp/about-supervisors/training/>)
- Ensure student employees are working within the allowed hourly limits (visit <https://umaine.edu/studemp/resources/policies/work-hour-limits/>)
- Ensure that all student hires are enrolled at least half-time at the University in order to be eligible for employment
- Encourage all student hires to enroll in direct deposit for easier, faster disbursement of pay
- Report any injuries immediately to the Office of Human Resources (<https://umaine.edu/studemp/resources/policies/incident-reporting/>)
- If you are a time approver, ensure that all time that the student has entered is accurate before approval