Student Assistant Expectations
What is expected of You

• To be professional
• To make ethical and fair decisions
• To be accountable
• To perform according to your job duties and responsibilities
• To openly communicate issues or concerns
• To advocate needs of MSL staff and students
• To display a positive work attitude

Continued
What is expected of You

- To engage in positive dialogue about MSL
- To model leadership and professionalism for students and student organizations
- To respect confidentiality
- To support the mission and vision of MSL
- To function as a part of the MSL team and as a UT employee/student
- To HAVE FUN!
What you can expect from MSL

• To be professional
• To make ethical and fair decisions
• To hold MSL accountable
• To openly communicate
• To solicit your feedback on issues or concerns of MSL, students, and the Division of Student Life
• To advocate needs of MSL staff and students
• To display a positive work attitude

Continued
What you can expect from MSL

• To engage in positive dialogue about MSL
• To support your professional development
• To respect confidentiality and operate through the UT chain of command
• To encourage a culture of teamwork
• To provide leadership for the office
Student Assistant Expectations

*Respect for one Another*

Communicate with your supervisor on a daily basis, as an integral part of building community and relationship skills with the staff and your co-workers.
Request for sick time, personal time, vacation:
All observed student holidays are also scheduled days off for student assistants. Should you be unable to attend work due to sickness or emergency, please contact Ms. Goble and your supervisor immediately. All schedule changes and time off must be approved by your supervisor and should be requested at least 48 hours prior to the start of the time off.
Student Assistant Expectations

*Respect for one Another*

Be familiar with all policies and procedures:

As a student assistant it is crucial that you understand and communicate support for all policies and procedures. As a representative of the Office of Multicultural Student Life, it is expected that you will report violations of policies and procedures, and behavior that is inappropriate. It is not enough to just know the policies, but to be able to adhere to and provide rationale for the policy.
Student Assistant Expectations

Cooperation

Our staff is a family!

Commit to giving and receiving support from your fellow staff members. If you have a concern, please address the person directly to avoid hurt feelings or misunderstandings. Be sure to contact your supervisor if a resolution is not reached and mediation is needed.
Student Assistant Expectations

Cooperation

Student Assistant Leadership & Development Workshops

These workshops are a collaborative effort between all of us, and are mandatory. We will discuss what needs to be improved upon, and discuss accomplishments and needs.
Student Assistant Expectations

Cooperation

Check email on a daily basis.

Respond to emails, voicemails, RSVP’s in a timely manner.
Student Assistant Expectations

Intellectual and Spiritual Growth

You have a right to be heard and understood as a person, and a student.

Each of these roles is important to your development:
Student Assistant Expectations

*Intellectual and Spiritual Growth*

Academic success is crucial.

We support your academic success and are respectful of your educational endeavors. It is crucial that you work ahead in your courses and prepare for tests outside of office hours. Stress balancing class/work/personal can be avoided with planning, and a strategy, before issues arise. Be sure to share if you are feeling overwhelmed and we will work together to ensure that you are successful at UTK.
Student Assistant Expectations

*Intellectual and Spiritual Growth*

Job expectations are only a part of the BIG picture.

Acquaint yourself with all materials gathered for MSL and the FBCC. It is important in all positions to utilize resources available to maximize understanding and knowledge. If you have questions or want to discuss aspects of the information, do not hesitate to ask.
Student Assistant Expectations

*Creative Imaginings*

Build a positive, collaborative relationship with all members of the Office of Multicultural Student Life.

Your energy is contagious. Teamwork is the essence of quality service. Seek opportunities to bring people together. Take the opportunity to get to know the staff that works in the office. They also play an integral role in our work and it makes for better communication.
Student Assistant Expectations

Pride in a Job Well Done

Represent the University of Tennessee and the Office of Multicultural Student Life in a manner that you and your fellow staff can be proud of ALWAYS.

Support all decisions made by the Office of Multicultural Student Life.

Be willing to learn and grow. Mistakes will be a natural part of the process; acknowledge and seek opportunities to learn more about yourself and others.
Student Assistant Expectations

HAVE FUN!