**Sample Supervisory Responsibilities for
Supervisors of Student Employees**

* Orient the student in detail to their role in the department.
* Explain the behavioral expectations for employees.
* If using a computer, provide an overview of Villanova’s computer and email policies.
* Ensure that students understand confidentiality expectations and FERPA as appropriate.
* Provide the training necessary to perform tasks.
* Provide adequate supervision of student work.
* Keep lines of communication open, clear, and constructive.
* Ensure that students do not work during scheduled class times.
* Provide a work space that is free from hazards.
* Ensure that students are performing the tasks defined in their job descriptions.
* Follow accident procedures if a student incurs an injury while working.
* Verify the accuracy of student time entry.
* Set a good example.
* Endeavor to provide a positive and productive work experience for student(s).