**UNIVERSITY OF MONTEVALLO  
  
JOB DESCRIPTION**

**Job Title:** Manager

**Immediate Supervisor:** Ms. Waters

**Direct Reports:** Presenter, Recorder, Technician

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**GENERAL DESCRIPTION:** Manages the group. Ensures that members are fulfilling their roles, that the assigned tasks are being accomplished on time, and that all members of the group participate in activities and understand the concepts. The instructor will respond to questions from the manager ***only*** (who must raise his or her hand to be recognized.)

**ESSENTIAL JOB DUTIES:**

1. Make sure group starts quickly and remains focused during the entire activity.

* *Good tools/phrases to use:*
  + Assign tasks for collecting and distributing materials as needed.
  + Assign roles like calculator or significant figure checker.
  + “I think we have everything, are we ready to begin?”

1. Takes care of time management.

* *Good tools/phrases to use:*
  + Keep an eye on the clock.
  + Keep group moving forward.
  + Communicate with group on discussion deadlines.
  + “I think we need to focus on \_\_\_\_\_\_\_ now in order to complete this section of the activity ***on time***.”
  + “We have \_\_\_\_\_ minutes before we need to be ready to discuss this section. Let’s get this done.”

1. Make sure all voices in the group are heard.

* *Good tools/phrases to use:*
  + Address group members by name.
  + Ensure ***every*** group member contributes.
  + “(Name), what do you think about . . . .?”
  + “I would like to hear what you think, (name).”

1. Communicates group questions and clarifications with the teacher or other groups. (This is the only group member designated to do so.)

* *Good tools/phrases to use:*
  + “Our group is confused about how \_\_\_\_\_ relates to \_\_\_\_\_.”
  + “Our group reached consensus that the answer to number \_\_\_\_\_ was \_\_\_\_\_\_.”

1. Ensures all group members have had the opportunity to respond to the question before asking outside sources.

* *Good tools/phrases to use:*
  + “Does anyone in our group know the answer to \_\_\_\_\_\_\_?”
  + “Before we ask the teacher, could someone in our group clarify the answer to….”

**KNOWLEDGE, SKILLS, AND ABILITIES:**

* ability to deal and work with people of different temperaments, backgrounds and educational qualifications
* ability to motivate others in order to bring out the best in them
* fair in his/her dealings with others
* good team building capabilities
* good communication skills
* good listener
* respect the views and opinions of others
* decision-making and problem-solving skills
* leadership skills
* time-management skills

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