



Assistant Manager of Human Resources (BRSS)

Purpose: The Director of Human Resources hires, trains, and directs labor at Big Red Shipping & Storage (BRSS) for May and August peak periods. They create an operational plan for worker management including truck lists, scheduling, and payroll. This position requires prioritizing customer service and delegating staff to handle all customer concerns. They are also willing to help other team members to ensure the success of the company.

Hourly Requirement: This position requires the manager to work part-time (7-10 hours per week) during the spring semester and full-time in May and August when hours significantly increase.

Job Description

Main Responsibilities:

- Spearhead recruitment, run information sessions, and train an effective labor force prior to May and August peaks.
- Work alongside GMs to streamline any labor inefficiencies.
- Accurately and effectively administer payroll on a timely basis so all employees are compensated for their work.
- Meet weekly with the Student Agencies President, BRSS General Managers, and CEO to update the team on HR challenges and project progress.
- Assist other team members with issues facing the entire company to ensure the success of the business.

Necessary Skills:

- **Anticipation:** A key component of BRSS's success is the ability to prepare for peak periods ahead of time, so a forward-thinking manager is needed.
- **Self-Motivation:** A BRSS manager should be passionate about the SAI experience and want to succeed in their position. They should be able to see all of their projects through and work towards BRSS's success.
- **Growth Mindset:** BRSS is the largest business at SAI, with a wide variety of responsibilities. Managers should be constantly motivated by their want to learn, experience, and achieve difficult tasks.
- **Time Management:** Big Red Shipping and Storage can be overwhelming at times. It is important to remain organized to excel in the classroom and at Student Agencies.



- **Collaborative:** A key aspect of Big Red Shipping and Storage is working together as a team. It is crucial that the Director of Human Resources can effectively communicate with other team members.

Exit Opportunities

- Upon successful completion of a year with Big Red Shipping and Storage, employees can transition to other positions within Student Agencies and utilize the vast alumni connections to network in nearly any industry.