

**Center for Student Leadership
eLEADER Hiring**

Case Studies

1. You have just been selected as editor of The Santa Clara and want to make some organizational changes to the staffing of the newspaper. You want to revise some job descriptions and create three (3) new positions. In putting together the new job descriptions for these positions what should you keep in mind? How do you determine what would be fair compensations? What sections should go into a job description? Who should you have review your newly created job position and description?

2. As the Director of SCCAP, you have a Program Coordinator position open. It is late summer (two weeks before training starts) and you know someone (a close friend) who would be perfect for the job. They have volunteered for SCCAP in the past and even applied for a Program Coordinator position a couple of years ago. Can you just give them the position? If not, why not and what procedures should you follow for filling the position?

3. You are the General Manager for KSCU. Your Program Director is a long time (3 year) staff member who is a great DJ, but not really doing well with the added responsibility of being the Program Director. You are getting numerous (at least 2-3 weekly) complaints from fellow staff members, DJs, and CSL staff about the Program Director. He has failed to complete a project you asked him to do four weeks ago and he missed his third straight staff meeting. Everyone is telling you to fire him immediately or they will quit. They are tired of covering for him. What do you do? Can you just fire him? If not, what procedures should you follow?