

approved

STUDENT LABOR POSITION DESCRIPTION

Appalachian College Association

Most Recently Updated 08/07/02

Position Title: Student Assistant
Must work 10 hrs/wk.

I. Grade Level: 1-3

II. Description:

A. The following are the essential duties for a in the Department:

1. Answer the telephone
2. Make photocopies
3. Send faxes
4. Stuff envelopes and prepare them for volume mailings
5. Assemble workshop folders
6. Open and sort mail
7. Performs other job-related duties as assigned.
8. Filing
9. Use computer for word processing and spreadsheet functions
10. See that workplace and environs are in orderly condition

B. The following are *possible additional* duties for this position:

- 1.
- 2.
- 3.
- 4.
- 5.
6. See that the workplace and environs are clean.

III. Learning Opportunities:

A. If Grade 1, develop the attributes appropriate to grade 1 positions: learning to meet schedules and standard performance, efficient use of time, healthy attitudes toward work and supervision, working with others, sharing responsibility, recognition of the importance of work, basic skills, and information

B. If Grade 2, develop the attributes appropriate to Grade 2 positions: learn to take personal responsibility; apply knowledge to a situation; self-identify skills, talents, interests, and limitations; learn and develop confidence in skills or program knowledge; and appreciate work as a process as well as a product

C. If Grade 3, develop the attributes appropriate to Grade 3 positions: an understanding of the importance of initiative; awareness of job-related needs; ability to identify problems; analytical ability; problem solving ability; and an understanding of the role of standards and leaders

D. Learn or improve basic office skills

E. Become or increase sense of being a team player, with the understanding that everyone in the office has the sense they must participate in getting work of office done, pull her/his own weight

F.

IV. Basic Qualifications:

A. General: Good office manners, ability to take to a variety of people by phone, general politeness; in this c
one never knows who may be calling: funding agencies, members of the Association's 33 colleges

B. Skill: Basic knowledge of computer or willingness to learn

C. Physical: None

D. Academic: none

E. Punctual and dependable

V. Desirable Qualifications:

A. Comfort with computer

B. Ability to take instructions and then prioritize them

C.

VI. Narrative Summary:

Student perform basic office tasks, including answering the telephone, filing, photocopying, large mailings, fax
and assembling multiple-part folders. Students may also use the computer for spreadsheet and word-processing functi