

## **STUDENT LABOR POSITION DESCRIPTION**

**Appalachian Colleges Assn.**

Most Recently Updated 03/09/99

Position Title: Student Office Clerk  
Must work 5 hrs/wk.

### **I. Grade Level: 1-3**

### **II. Description:**

**A.** The following are the essential duties for an Office Clerk in the Appalachian Colleges Association:

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.

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

1. Use computer for word-processing and spreadsheet functions
2. 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 standards of 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.

### **IV. Basic Qualifications:**

- A. General: Good office manners, ability to talk to a variety of people by phone, general politeness; in this office, one never know who may be calling: funding agencies, members of the Association's other 33 colleges, punctual, very dependable.
- B. Skill: Basic knowledge of computer or willingness to learn.
- C. Physical: none.
- D. Academic: none.

**V. Desirable Qualifications:**

- A. Comfort with computer.
- B. Ability to take instructions and then prioritize them, from the six different staff working in office, with two to three additional staff soon to come.

**VI. Narrative Summary :**

Student performed basic office tasks, including answering the telephone, filing, photocopying, large mailings, faxing, and assembling multiple-part folders. Student may also have used the computer for spreadsheet and word-processing functions.