

approved
Pam Fox

STUDENT LABOR POSITION DESCRIPTION

Admissions

Most Recently Updated 03/10/00

Position Title: Assistant Student Manager
Must work 15 hrs/wk.

I. Grade Level: 4

II. Description:

A. The following are the essential duties for an Assistant Student Manager in the Admissions Department:

1. Processing (SOASUSP, Tasks Learned At Levels 1, 2, and 3)
2. Quality control checks
3. Determinator
4. Payroll
5. Planning/Prioritizing
6. Performs other job-related duties as assigned.

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

1. Training
2. Labor meetings
3. Assists with office errands
4. Mail assembly
5. Inventory
6. See that the workplace and environs are clean.

III. Learning Opportunities:

- A. Higher levels of team skills
- B. Role modeling
- C. Leadership/developmental training
- D. Labor meetings
- E. Mentoring

IV. Basic Qualifications:

- A. General: Communication/motivational skills
- B. Skill: Mentoring/training skills
- C. Physical: Good
- D. Academic: Student in good standing

V. Desirable Qualifications:

- A. Leadership/organization skills
- B. Communication skills
- C. Team skills

VI. Narrative Summary:

Student was responsible for maintaining the smooth flow of the office. To accomplish that, student processed mail, made deliveries, ran errands, took inventory, filed, took care of payroll and quality control checks. Student also entered relevant data into Admission records and cleaned data up, as well as, trained other members of the staff and hosted labor meetings. In addition, student performed additional tasks as assigned.