

approved
Pam Fox

STUDENT LABOR POSITION DESCRIPTION

Admissions

Most Recently Updated 03/10/00

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

I. Grade Level: 4-5

II. Description:

A. The following are the essential duties for the Student Manager in the Admissions department:

1. Setting Priorities
2. Planning
3. Labor meetings
4. Training
5. Interviewing/hiring; evaluations
6. Performs other job-related duties as assigned.

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

1. Processing (SOASUSP, Tasks learned at levels 1, 2, and 3)
2. Determinator
3. Payroll
4. Quality control checks
5. Assist with office errands
6. See that the workplace and environs are clean.

III. Learning Opportunities:

- A.** Leading/role modeling
- B.** Leadership/developmental training
- C.** Mentoring
- D.** Organizational
- E.** Supervisory

IV. Basic Qualifications:

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

V. Desirable Qualifications:

- A.** People management skills
- B.** Problem solving skills
- C.** Mentoring/training skills

VI. Narrative Summary:

Student was responsible for maintaining the smooth flow of the office. To accomplish that, student set priorities, interviewed candidates for staff positions, ran labor meetings, took inventory, filed, assisted with 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. In addition, student performed additional tasks as assigned.