

approved

STUDENT LABOR POSITION DESCRIPTION

Agriculture and Natural Resources

Most Recently Updated 04/05/99

Position Title: Student Agricultural & Natural Resources Trainee
Must work 10 hrs/wk.

I. Grade Level: 1-3

II. Description

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

1. Accomplish daily tasks at College Farms, Greenhouse and with interior plant landscaping:
 - cleaning
 - feeding
 - watering
 - equipment operation
2. Grade 1 trainees follow instructions in the above areas; Grades 2 and 3 begin to learn to give instructions. Grade 3 trainees are responsible for helping to teach and supervise Grades 1 and 2.
3. Grade 3 workers are expected to begin specializing in a skill area, and should be able to operate all equipment and assume some responsibility for day-to-day farm management.
4. Grades 2 and 3 are expected to troubleshoot, problem solve, and assume management responsibility.
5. All students are expected to do labor on weekends and holidays in rotation.
6. Perform other job-related duties as assigned.
7. See that the workplace and environments are clean.

B. The following are *possible additional* duties for this position: None beyond those described as essential above.

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.

III. Learning Opportunities (Cont.):

- D. Animal care and management.
- E. Equipment operation.
- G. Field crop management.
- H. Interior plant landscaping.
- I. People skills.
- J. Facility and equipment maintenance and care.

IV. Basic Qualifications:

For Grade 1 (all positions above Grade 1 require student to come in as Grade 1 and advance in grade from within):

- A. General: none.
- B. Skill: none.
- C. Physical: none.
- D. Academic: none.

V. Desirable Qualifications:

none.

VI. Narrative Summary:

Student did daily cleaning, feeding, and watering at Berea College Farms, Greenhouse, and in offices with plants needing care throughout College. Student operated appropriate equipment. If Grade 1, student learned basic skills and applied them; if Grade 2 or 3, student trained other students, began to supervise them, did troubleshooting, problem solving and some management as well. If Grade 3, student began to specialize in one of areas of work.

approved

STUDENT LABOR POSITION DESCRIPTION

Agriculture & Natural Resources

Most Recently Updated 04/05/99

Position Title: Assistant Student Supervisor, College Farms
Must work 10-15 hrs/wk.

I. Grade Level: 4

II. Description:

- A.** The following are the essential duties for an Assistant Student Supervisor in the Agriculture and Natural Resources Department/College Farms:
1. Take increasing responsibility in the supervision of student trainees.
 2. Be knowledgeable in basic management techniques for all species and crops worked with in ANR program.
 3. Train, be able to advise, and give detailed instructions to trainees.
 4. Assisting Student Supervisor in setting work priorities for week.
 5. Assume responsibility for accomplishment of specific jobs, including training and allocating student workers at Grades 1-3.
 6. Participate in departmental long-term planning and management.
 7. Do labor on weekends and holidays in rotation.
 8. Perform other job-related duties as assigned.
 9. See that the workplace and environment are clean.
- B.** The following are *possible additional* duties for this position:
None beyond those described as essential above.

III. Learning Opportunities:

- A.** Develop the attributes appropriate to Grade 4 positions: an understanding of relations between individuals, institutions, and processes; comprehension of job-related values, realities, and goals; a commitment to service; and the ability to articulate and interpret observations, experiences, and understanding.

- B.** Management and supervisory skills.
- C.** Training.
- D.** Labor planning.
- E.** Livestock health and reproduction skills.
- F.** Mill operation.
- G.** Facility and equipment maintenance.
- H.** Problem solving skills.

IV. Basic Qualifications:

- A.** General: Have worked as Grade 3 ANR Trainee; have shown specific area interest and responsibility at previous levels; management aptitude and earnest desire to succeed.
- B.** Skill: Have shown promise using Grade 3 skills.

IV. Basic Qualifications (Cont.):

- C.** Physical: Mobility, ability to lift 25 pounds.
- D.** Academic: None.

V. Desirable Qualifications:

- A.** ANR major or minor.
- B.** Industrial Technology major or minor.

VI. Narrative Summary:

Student trained and supervised more junior trainees doing daily cleaning, feeding, and watering at Berea College Farms. Student was familiar with basic management techniques for all species and crops worked with in ANR program. Student helped set weekly work priorities and allocate labor to ensure these priorities were met; student also participated in departmental long-term planning and management.

approved

STUDENT LABOR POSITION DESCRIPTION

Agriculture & Natural Resources

Most Recently Updated 04/05/99

Position Title: Assistant Student Supervisor, Horticulture
Must work 10-15 hrs/wk.

I. Grade Level: 4

II. Description:

A. The following are the essential duties for an Assistant Student Supervisor in the Agriculture and Natural Resources Department/Horticulture:

- 1.** Take increasing responsibility in the supervision of student trainees.
- 2.** Be knowledgeable in basic management techniques for all horticultural species.
- 3.** Train, be able to advise, and give detailed instructions to trainees.
- 4.** Assisting Student Supervisor in setting work priorities for the week.
- 5.** Assume responsibility for accomplishment of specific jobs, including training and allocating student workers at Grades 1-3.
- 6.** Participate in departmental long-term planning and management.
- 7.** Do labor on weekends and holidays in rotation.
- 8.** Perform other job-related duties as assigned.
- 9.** See that the workplace and environs are clean.

B. The following are *possible additional* duties for this position:
None beyond those described as essential above.

III. Learning Opportunities:

A. Develop the attributes appropriate to Grade 4 positions: an understanding of relations between individuals, institutions, and processes; comprehension of job-related values, realities, and goals; a commitment to service; and the ability to articulate and interpret observations, experiences, and understanding.

B. Management and supervisory skills.

C. Training.

D. Labor planning.

E. Plant health and management.

F. Greenhouse operation.

G. Facility and equipment maintenance.

H. Problem solving skills.

IV. Basic Qualifications:

A. General: Have worked as Grade 3 ANR Trainee; have shown specific area interest and responsibility at previous levels; management aptitude and earnest desire to succeed.

B. Skill: Have shown promise using Grade 3 skills.

C. Physical: Mobility, ability to lift 25 pounds.

IV. Basic Qualifications (Cont.):

D. Academic: None.

V. Desirable Qualifications:

A. ANR major or minor.

B. Industrial Technology major or minor.

VI. Narrative Summary:

Student trained and supervised more junior trainees doing daily work with plants at College Greenhouse, and in offices with plants needing care throughout College. Student was familiar with basic management techniques for all horticultural species worked with in ANR program. Student helped set weekly work priorities and allocate labor to ensure these priorities were met; student also participated in departmental long-term planning and management.

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STUDENT LABOR POSITION DESCRIPTION

Agriculture & Natural Resources

Most Recently Updated 04/05/99

Position Title: Laboratory Assistant
Must work 10-15 hrs/wk.

I. Grade Level: 4

II. Description:

A. The following are the essential duties for a Laboratory Assistant in the Agriculture and Natural Resources Department:

- 1.** Take increasing responsibility in the supervision of trainees.
- 2.** Know basic management techniques for ANR laboratories and classrooms.
- 3.** Train, be able to give, and give detailed instructions to trainees.
- 4.** Set work priorities for week, assisting Student Supervisors in this.
- 5.** Assume responsibility for accomplishment of specific jobs, including training and allocating student workers at Grades 1-3.
- 6.** Participate in long-term planning and management.
- 7.** Know laboratory procedures and equipment use.
- 8.** Responsible for using the knowledge of lab and equipment safely.
- 9.** Perform other job-related duties as assigned.
- 10.** See that the workplace and environments are clean.

B. The following are *possible additional* duties for this position:
None beyond those described as essential above.

III. Learning Opportunities:

- A.** Develop the attributes appropriate to Grade 4 positions: an understanding of relations between individuals, institutions, and processes; comprehension of job-related values, realities, and goals; a commitment to service; and the ability to articulate and interpret observations, experiences, and understanding.
- B.** Management and supervisory skills.
- C.** Training.
- D.** Labor planning.
- E.** Laboratory techniques.
- F.** tutoring, mentoring other students
- G.** increasing learning of subject by teaching it
- H.** understanding of learning process
- I.** problem solving skills

IV. Basic Qualifications:

A. General: Have worked as Grade 3 ANR Trainee; have shown specific area interest and responsibility at previous levels; management aptitude and earnest desire to succeed.

B. Skill: Have shown promise using Grade 3 skills.

IV. Basic Qualifications (Cont.):

C. Physical: Mobility, ability to lift 25 pounds.

D. Academic: None.

V. Desirable Qualifications:

A. ANR major

B. ANR minor

VI. Narrative Summary:

Student was responsible for ensuring a safe laboratory, and knowing lab procedures and equipment use and safety. Student trained and supervised more junior trainees in laboratory. Student was familiar with basic management techniques for all departmental laboratories and classrooms. Student helped set weekly work priorities and allocate labor to ensure these priorities were met; student also participated in departmental long-term planning and management.

approved

STUDENT LABOR POSITION DESCRIPTION

Agriculture & Natural Resources

Most Recently Updated 04/05/99

Position Title: Student Supervisor, College Farms or Horticulture
Must work 15 hrs/wk.

I. Grade Level: 5

II. Description:

- A.** The following are the essential duties for a Student Supervisor in the Agriculture and Natural Resources Department/College Farms or Horticulture:
- 1.** Manage specific enterprise within department: beef, sheep, swine, crops, maintenance, greenhouse, or rental plants.
 - 2.** Supervise students at Grades 1-4 in specific enterprise within department.
 - 3.** Operate equipment.
 - 4.** Troubleshoot and solve problems.
 - 5.** Do both short- and long-term planning.
 - 6.** Take leadership in area and departmental decision making.
 - 7.** Do labor on weekends and holidays in rotation.
 - 8.** Perform other job-related duties as assigned.
 - 9.** See that the workplace and environments are clean.
- B.** The following are *possible additional* duties for this position: None beyond those described as essential above.

III. Learning Opportunities:

- A.** Develop the attributes appropriate to Grade 5 positions: an understanding of departmental management; taking responsibility for the effectiveness of others; an awareness of departmental and institutional relationships; teaching and instruction techniques; communication and interpersonal skills; and evaluation of workers and procedures.
- B.** Management and supervisory skills.
- C.** Training skills.
- D.** Labor planning.
- E.** Enterprise management, including taking responsibility for an entire area of operations within department.
- F.** Priority-setting.
- G.** Facility and equipment maintenance.
- H.** Taking a bigger role in decision making than in previous job grades.

IV. Basic Qualifications:

A. General: Aptitude for problem solving and student supervision.

IV. Basic Qualifications (Cont.):

B. Skill: Have learned skills by advancing through grades in department and specializing in specific skill area.

C. Physical: Mobile, able to lift 25 pounds.

D. Academic: ANR major or minor

V. Desirable Qualifications:

none.

VI. Narrative Summary:

Student took management responsibility for an entire area within departmental operations, eg., one of the following: beef, sheep, swine, crops, maintenance, greenhouse, or rental plants.

Student supervised more junior student workers within this area, operated equipment, did troubleshooting and problem solving, long- and short-term planning, and took leadership in decision making.

approved

STUDENT LABOR POSITION DESCRIPTION

Agriculture & Natural Resources

Most Recently Updated 04/05/99

Position Title: Student Laboratory Supervisor
Must work 15 hrs/wk.

I. Grade Level: 5

II. Description:

A. The following are the essential duties for a Laboratory Supervisor in the Agriculture and Natural Resources Department:

1. Train and supervise other students.
2. Work independently on assigned tasks.
3. Set up and perform lab experiments and demonstrations and student study sessions.
4. Ensure the safety of students and equipment in the lab.
5. Grade laboratory assignments.
6. Assist professors using laboratory in professional manner.
7. Maintain and operate the lab.
8. Perform other job-related duties as assigned.
9. See that the workplace and environments are clean.

B. The following are *possible additional* duties for this position:
None beyond those described as essential above.

III. Learning Opportunities:

- A.** Develop the attributes appropriate to Grade 5 positions: an understanding of departmental management; taking responsibility for the effectiveness of others; an awareness of departmental and institutional relationships; teaching and instruction techniques; communication and interpersonal skills; and evaluation of workers and procedures.
- B.** Mentoring.
- C.** Problem solving.
- D.** Supervisory skills.
- E.** Laboratory techniques.
- F.** Teaching skills.
- G.** Laboratory maintenance.

IV. Basic Qualifications:

- A.** General: Aptitude for problem solving and student supervision.

- B.** Skill: Have learned skills by advancing through grades in department and specializing in laboratory skill area.
- C.** Physical: Mobile, able to lift 25 pounds.
- D.** Academic: ANR major or minor.

V. Desirable Qualifications:

none.

VI. Narrative Summary:

Student trained and supervised other students working in lab, as well as worked independently on assigned tasks. Student set up and performed laboratory experiments and student study sessions; ensured safety of lab users and equipment, and maintained and ran the lab. Student also assisted professors using the lab in classes and graded lab assignments.

approved

STUDENT LABOR POSITION DESCRIPTION

Agriculture & Natural Resources

Most Recently Updated 04/06/99

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

I. Grade Level: 6

II. Description:

A. The following are the essential duties for a Student Manager in the Agriculture and Natural Resources Department/College Farms:

- 1.** Supervise the daily operation of the College Farms under the direction of the Farm Manager and Director of College Farms.
- 2.** Train student workers.
- 3.** Organize student workers.
- 4.** Supervise student workers.
- 5.** Help to plan yearly operation of College Farms.
- 6.** Keep records.
- 7.** See that the workplace and environments are clean.
- 8.** Perform other job-related duties as assigned.

B. The following are *possible additional* duties for this position:
None beyond those described as essential above.

III. Learning Opportunities:

- A.** Develop the attributes appropriate to Grade 6 positions: an understanding of leadership in community context; development of responsible autonomy; ability to transmit values and interpretations to others; confidence of self-knowledge and value commitments; living the values of Berea's commitments.
- B.** Management and supervisory skills.
- C.** Training skills.
- D.** Labor planning.
- E.** Enterprise management, including taking responsibility for an entire area of operations within department.
- F.** Priority-setting.
- G.** Facility and equipment maintenance.
- H.** Taking a bigger role in decision making than in previous job grades.
- I.** Fill in as supervisor if Farm Manager is off the premises.

IV. Basic Qualifications:

- A. General: Excellent experience solving problems and supervising students.
Skill: Have learned skills by advancing through grades in department and specializing in specific skill area; supervisory skills.

IV. Basic Qualifications (Cont.):

- C. Physical: Mobile, able to lift 25 pounds.
- D. Academic: ANR major or minor

V. Desirable Qualifications:

none.

VI. Narrative Summary:

Student supervised the daily operation of College Farms under direction of Farm Manager and Farm Director. Student trained, organized and supervised student workers; kept records, and helped to plan yearly operation of Farms.

approved

STUDENT LABOR POSITION DESCRIPTION

Agriculture & Natural Resources

Most Recently Updated 04/06/99

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

I. Grade Level: 6

II. Description:

A. The following are the essential duties for a Student Manger in the Agriculture and Natural Resources Department/Greenhouse, Rental Plants, Garden:

1. Supervise daily operation of the Greenhouse, Rental Plants, and Garden area.
2. Train student workers.
3. Organize student workers.
4. Supervise student workers.
5. Help to plan yearly operation of Greenhouse, Rental Plants and Garden.
6. Keep records.
7. See that the workplace and environs are clean.
8. Perform other job-related duties as assigned.

B. The following are *possible additional* duties for this position:
None beyond those described as essential above.

III. Learning Opportunities:

- A.** Develop the attributes appropriate to Grade 6 positions: an understanding of leadership in community context; development of responsible autonomy; ability to transmit values and interpretations to others; confidence of self-knowledge and value commitments; living the values of Berea's commitments.
- B.** Management and supervisory skills.
- C.** Training skills.
- D.** Labor planning.
- E.** Enterprise management, including taking responsibility for an entire area of operations within department.

- F. Priority-setting.
- G. Facility and equipment maintenance.
- H. Taking a bigger role in decision making than in previous job grades.

IV. Basic Qualifications:

- A. General: Excellent experience solving problems and supervising students.
- B. Skill: Have learned skills by advancing through grades in department and specializing in specific skill area; supervisory skills.
- C. Physical: Mobile, able to lift 25 pounds.
- D. Academic: ANR major or minor

IV. Desirable Qualifications:

none.

IV. Narrative Summary:

Student supervised the daily operation of Greenhouse, Rental Plants and Garden under direction of Manager and Director. Student trained, organized and supervised student workers; kept records, and helped to plan yearly operation of Greenhouse, Rental Plants and Garden.

approved

STUDENT LABOR POSITION DESCRIPTION

Agriculture & Natural Resources

Most Recently Updated 04/06/99

Position Title: Student Computer Consultant
Must work 10-15 hrs/wk.

I. Grade Level: 4-5

II. Description:

A. The following are the essential duties for a Computer Consultant in the Agriculture and Natural Resources Department:

1. Help students and faculty in computer-related presentations.
2. Troubleshooting, problem solving and training in software and hardware.
3. Perform other job-related duties as assigned.
4. See that the workplace and environments are clean.

B. The following are *possible additional* duties for this position:
None beyond those described as essential above.

III. Learning Opportunities:

- A.** If Grade 4, develop the attributes appropriate to Grade 4 positions: an understanding of relations between individuals, institutions, and processes; comprehension of job-related values, realities, and goals; a commitment to service; and the ability to articulate and interpret observations, experiences, and understanding.
- B.** If Grade 5, develop the attributes appropriate to Grade 5 positions: an understanding of departmental management; taking responsibility for the effectiveness of others; an awareness of departmental and institutional relationships; teaching and instruction techniques; communication and interpersonal skills; and evaluation of workers and procedures.
- C.** Develop ability to create computer-generated presentations.
- D.** Improve teaching and training ability.
- E.** Improve troubleshooting ability by applying it.
- F.** Learn more about agriculture-related software and Internet sites.

IV. Basic Qualifications:

- A.** General: none.
- B.** Skill: Advanced computer skills, both IBM and Macintosh
- C.** Physical: none.
- D.** Academic: none.

V. Desirable Qualifications:

none

VI. Narrative Summary:

Student helped students and faculty in computer-related presentations and did troubleshooting, problem solving and training in software and hardware.

approved

STUDENT LABOR POSITION DESCRIPTION

Agriculture & Natural Resources

Most Recently Updated 04/06/99

Position Title: Student Monitor
Must work 10-15 hrs/wk.

I. Grade Level: 4-5

II. Description:

A. The following are the essential duties for a Monitor in the Agriculture and Natural Resources Department:

1. Open and close the ANR building.
2. Order janitorial supplies for building.
3. Oversee and supervise ANR trainees' janitorial work in building.
4. Do janitorial work in building.
5. Work w/Facilities Management in doing and reporting building maintenance.
6. Perform minor repairs to building and to its appliances.
7. Schedule student labor.
8. Keep daily report on hours reported by student janitors.
9. Performs other job-related duties as assigned.

B. The following are *possible additional* duties for this position: None beyond those described as essential above.

III. Learning Opportunities:

- A.** If Grade 4, develop the attributes appropriate to Grade 4 positions: an understanding of relations between individuals, institutions, and processes; comprehension of job-related values, realities, and goals; a commitment to service; and the ability to articulate and interpret observations, experiences, and understanding.
- B.** If Grade 5, develop the attributes appropriate to Grade 5 positions: an understanding of departmental management; taking responsibility for the effectiveness of others; an awareness of departmental and institutional relationships; teaching and instruction

- techniques; communication and interpersonal skills; and evaluation of workers and procedures.
- C. Supervising students
 - D. Record keeping
 - E. Problem solving.
 - F. Sense of responsibility for good functioning and repair of entire building.
 - G. Ability to build sense of teamwork among student janitorial workers.

IV. Basic Qualifications:

- A. General: High level of responsibility for job well done, and for safety and security of building.

IV. Basic Qualifications (Cont.):

- B. Skill: Organizational and supervisory skills; good cleaning ability.
- C. Physical: Mobility and physical strength.
- D. Academic: none.

V. Desirable Qualifications:

- A. Prior experience making light building repairs.
- B. Student supervisory experience.
- C. Proven ability to assume responsibility.

VI. Narrative Summary:

Student was responsible for daily building opening and closing. Student performed janitorial work and light repairs to building, and supervised other student janitorial work. Student worked with Facilities Management to effect more serious repairs to building, scheduled student labor, and maintained a daily rep on janitorial hours worked by students.

approved

STUDENT LABOR POSITION DESCRIPTION

Agriculture & Natural Resources

Most Recently Updated 04/06/99

Position Title: Student Office Manager
Must work 10/week if Grade 4,
15/week if Grade 5

I. Grade Level: 4-5

II. Description:

- A.** The following are the essential duties for an Office Manager in the Agriculture and Natural Resources Department:
- 1.** Apply prior knowledge of secretarial work and ANR Department office routines, procedures and policies to accomplish office objectives.
 - 2.** Supervise other student labor, and direct other students working in ANR office in accomplishing office objectives.
 - 3.** Demonstrate integrity and loyalty to the ANR Department with confidential material and information.
 - 4.** Demonstrate mature supervisory skills that rise above peer pressure.
 - 5.** Performs other job-related duties as assigned.
 - 6.** See that the workplace and environments are clean.
- B:** The following are *possible additional* duties for this position:
None beyond those described as essential above.

III. Learning Opportunities:

- A.** If Grade 4, develop the attributes appropriate to Grade 4 positions: an understanding of and goals; a commitment to service; and the ability to articulate and interpret observations, experiences, and understanding.
- B.** If Grade 5, develop the attributes appropriate to Grade 5 positions: an understanding of departmental management; taking responsibility for the effectiveness of others; an awareness of departmental and institutional relationships; teaching and instruction techniques; communication and interpersonal skills; and evaluation of workers and procedures.
- C.** Develop very high level of supervisory skill.
- D.** Develop very high level of organizational skill as applied to complex, multifaceted tasks.
- E.** Model high standards of confidentiality and office organization to students working in office.
- F.** Model sense of responsibility for good administration of entire department.

IV. Basic Qualifications:

- A.** General: Team player, self-starter, high initiative, excellent ability to keep confidential information confidential, good ability to resist peer pressure in performing work, strong sense of responsibility for good office functioning.

IV. Basic Qualifications (Cont.):

- B.** Skill: Excellent office and secretarial skills, prior knowledge of departmental routines, procedures and policies gained through work on job at more junior levels.
- C.** Physical: none.
- D.** Academic: none.

V. Desirable Qualifications:

none.

VI. Narrative Summary:

Student performed and supervised all secretarial work done in department office, using prior knowledge of departmental office routines, procedures and policies to accomplish office objectives. Student guided other students in accomplishing these objectives, showed superior integrity, maturity, and loyalty in handling confidential materials and supervising peers.

approved

STUDENT LABOR POSITION DESCRIPTION

Agriculture & Natural Resources

Most Recently Updated 04/06/99

Position Title: Student Office Manager Trainee
Must work 10 hrs/wk.

I. Grade Level: 1-4

II. Description:

- A.** The following are the essential duties for an Office Manager Trainee in the Agriculture and Natural Resources Department:
- 1.** Perform general phone and walk-in reception duties.
 - 2.** Typing.
 - 3.** Filing.
 - 4.** Organize records.

5. Retrieve, sort and distribute mail.
6. Run errands.
7. Calculate student labor time.
8. Perform other job-related duties as assigned.
9. See that the workplace and environments are clean.

- B.** The following are *possible additional* duties for this position:
None beyond those described as essential above.

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.** If Grade 4, develop the attributes appropriate to Grade 4 positions: an understanding of relations between individuals, institutions, and processes; comprehension of job-related values, realities, and goals; a commitment to service; and the ability to articulate and interpret observations, experiences, and understanding.
- E.** Basic office procedures.
- F.** Basic student payroll procedures.
- G.** Sense of responsibility and teamwork to create a well-functioning departmental office.

III. Learning Description (Cont.):

- H.** Increased understanding of work of Agriculture and Natural Resources department.

IV. Basic Qualifications:

- A.** General: Pleasant personality with the public, patience, willingness to pitch in wherever needed.
- B.** Skill: If Grade 1, none. If above Grade 1, basic office skills, including typing, keyboarding, and attention to detail in filing.
- C.** Physical: At least one office manager trainee working at any given time in office will need physical mobility.
- D.** Academic: none.

V. Desirable Qualifications:

none.

VI. Narrative Summary:

Student did reception by phone and for walk-in visitors; typed, filed, organized records, sorted mail, ran errands, and calculated student hours worked in department.