

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.

