

## **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.