

STUDENT LABOR POSITION DESCRIPTION
for
Appalachian Center

Position Title: NEH Endowed Chair Assistant

Must work 10 hrs/wk.

1 Grade Level: 3/4

2a Description: The following are the essential duties for a NEH Endowed Chair Assistant:

- a. Assists in research
- b. Assists in workshops and seminars
- c. Performs other duties as assigned

2b Description: The following are additional duties for this position:

- a. Does errands as needed
- b. See that the workplace and environs are clean

3 Learning Opportunities:

- a. Will develop computer skills
- b. Will develop organizational skills-time management
- c. Will develop leadership role in research
- c. Will be trained to take initiative and follow through on tasks

4 Basic Qualifications:

- a. General: Needs to be responsible and dependable with an interest in seeing that a job is completed
- b. Skill: Computer skills
- c. Physical:
- d. Academic: Must be in good academic standing

5 Desirable Qualifications:

- a. Initiative
- b. Public relations skills