

approved

**STUDENT LABOR POSITION DESCRIPTION**

**Berea Credit Union**

Most Recently Updated 10/27/00

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

**I. Grade Level: 4**

**II. Description:**

A. The following are the essential duties for an administrative assistant at the Berea Credit Union:

1. Perform general office and clerical functions including correspondence and answering telephone.
2. Maintain member account records.
3. Take loan applications.
4. Process share deposits and loan payments.
5. Make bank deposits.
6. Write checks to members
7. Assist manager with bad debt collection.
8. Help produce newsletters and other mailings for members.
9. Help manager produce reports for board meetings.
10. Performs other job-related duties as assigned.

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

1. None beyond those described as essential above.

**III. Learning Opportunities:**

- A. Processing member share withdrawals and deposits
- B. Effective communication skills
- C. Proper/effective writing techniques
- D. Bad debt collection process
- E. Processing loan applications
- F. Time management and meeting deadlines

**IV. Basic Qualifications:**

- A. General: Willingness to work independently and take on office tasks; must be dependable
- B. Skill: General clerical skills, basic computer knowledge, some accounting knowledge
- C. Physical: None
- D. Academic: Business courses, some accounting knowledge, knowledge with computer software.

**V. Desirable Qualifications:**

- A. None

**VI. Narrative Summary:**

Student assisted manager in processing daily transactions of the credit union. Student used FedComp accounting software to process daily withdrawals and deposits and to process payroll deduction information and word software to prepare newsletters and other mailings for members. The student handled correspondence to members with delinquent loan balances and informed the manager of any changes in the collection process. Student also responsible for writing checks for members and taking loan applications. In addition, student performed additional job-related tasks as assigned.