

STUDENT LABOR POSITION DESCRIPTION

Brushy Fork Institute

Most Recently Updated 08/07/02

Position Title: Leadership Development Program (LDP) Student Coordinator
Must work 10-15 hrs/wk.

I. Grade Level: 4/5

II. Description:

A. The following are the essential duties for a Grade 4 in the Department:

1. Work with other departments to communicate needs and procure materials
2. Knowledge of and experience with the leadership development program
3. Foresight to order and prepare workshop materials so they will be available when needed
4. Answer letters to routine correspondence and handle mailing of information packets and updating of mailing labels
5. Desire to take on responsibility and work as a team member
6. Performs other job-related duties as assigned.
7. Be responsible for filing and organization of dept. photos, articles, and correspondence
8. See that the workplace and environs are clean
9. Keep brochure stock distribution and notebook up to date
10. Update various office files, including mailing list

B. The following are *possible additional* duties for this position as a Grade 5:

1. Work 15 hours per week
2. Coordinate program in the absence of the administrative assistant, supervising other students
3. Train students in the use of databases and oversee their work to make sure it is done correctly
4. Deal with people in the community in order to obtain brochures, food, or other needed items
5. Run office errands upon request—Printing Services, Bookstore, Cashier’s Window, Library, etc.
6. Work with Administrative Assistant in coordinating/ organizing office programs and materials
7. Possess ability to exercise judgment well in dealing with the public
8. Must be willing to work on special assignments as needed
9. Ability to teach technical skills and instruct students in the use of computer programs
10. Management, coordination, organization, and delegation skills to maintain logistical aspects of progr:
11. Will supervise and train two to three students in planning, coordinating, and doing follow-uo for our workshops and in performing secretarial duties

III. Learning Opportunities:

A. Will learn or demonstrate the attributes listed on the “Outline of Berea’s Labor and Learning Progressions” this job’s grade level and all levels below it as published in the *Berea College Student Labor Program Policies and Procedure Manual*.

B. Will improve management skills and confidence in independent working

C. Will become more innovative and creative in learning new ways to perform tasks

- D. Will gain further knowledge in how to work with different personalities and motivate other students
- E. Will continue to perform duties in a professional and timely manner, while demonstrating a good attitude
- F. Will improve self-esteem and communication and writing skills
- G. Grade 5 will also be responsible for the initial training and familiarizing of the office to all new staff

IV. Basic Qualifications:

- A. General: Responsible, attentive to detail, well organized, pleasant on phone and in person, undaunted by computers, quick learner, willing produce work to high standards of accuracy and appearance, able to delegate and coordinate, able to handle stress and emergency situations, inventive and creative
- B. Skill: Good typing, spelling, and writing skills; good oral communication
- C. Physical: Dresses appropriately; friendly demeanor
- D. Academic: GPA 2.5 or above; junior standing or above

V. Desirable Qualifications:

- A. Experience with FileMaker Pro, MS Works, MS Word, and Excel
- B. Patience and persistence
- C. Interest in community development in Appalachia
- D. Be outgoing and exhibit initiative
- E. Flexible (multi-task oriented)
- F. Cooperative
- G. Relate well with others
- H. Possess writing, video taping, and photography skills

VI. Narrative Summary: