

approved

STUDENT LABOR POSITION DESCRIPTION

Brushy Fork Institute

Most Recently Updated 03/05/99

Position Title: Secretary
Must work 10 hrs/wk.

1 Grade Level: 3

2a Description: The following are the essential duties for a Secretary of Brushy Fork:

- A. Type, Copy and mail letters, internal memos, workshop materials, reports, evaluation forms, and other materials.
- B. Answer telephone and take messages, make calls to request information or to help arrange workshop facilities, identify resource materials, etc.
- C. Help with registering workshop participants and other workshop logistics as needed
- D. Run errands
- E. Performs other job-related duties as assigned

2b Description: the following are *possible additional* duties for this position:

- A. Order, purchase, and keep track of bills for office supplies and workshop materials
- B. Answer some mail
- C. Assume basic responsibility for office in absence of supervisor
- D. Perform any other duties as required

3 Learning Opportunities:

- A. Will learn or demonstrate the attributes listed on the "Outline of Berea's Labor and Learning Progressions" for this job's grade level and all levels below it as published in *The Berea College Student Labor Program Policies and Procedures Manual*.
- B. Will learn various problems facing the Appalachian region and what is being done about it.
- C. Will learn the background of how to promote leadership skills
- D. Will develop or strengthen organization and communication skills

4 Basic Qualifications

- A. General: Responsible, attentive to detail, well-organized, pleasant on the telephone and in person, undaunted by computers, quick learner, willing to produce work to high standards of accuracy and writing skills
- B. Skill: Good typing, spelling and writing skills
- C. Physical: N/A
- D. Academic: N/A

5 Desirable Qualifications:

- A. Experience with Macintosh computers, spreadsheets and data bases
- B. Good visual sense, so typed materials are laid-out well on page

- C. Interested in community development in Appalachia
- D. Good communication skills

6 Remarks:

The secretary may often have to work on his/her own. This person must be a self-starter and exercise good judgment. The ability to be flexible in scheduling work hours during workshops (once or twice a semester) would be helpful.