

STUDENT LABOR POSITION DESCRIPTION

Baptist Student Union

Most Recently Updated 03/05/99

Position Title: Baptist Student Union building and office assistant
Must work 10 hrs/wk.

I. Grade Level: 4

II. Description:

A. The following are the essential duties for an Office Assistant in the Baptist Student Union:

1. Understand role as essential support to the work/ministry of BSU
2. Trustworthy with confidential and money matters
3. IBM Computer basics (OJT, as well)
4. Comfortable with office machines
5. Performs other job-related duties as assigned.

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

1. Depending on availability of a janitor, janitorial upkeep of the building may be needed.
2. Vacuum and take out the trash on Mondays. (Our large group meets on Sunday nights.)
3. Occasional kitchen help (when planning/preparing for a BSU event)
4. See that the workplace and environs are clean.

III. Learning Opportunities:

- A. Developing computer skills
- B. Developing communication skills (particularly posters, brochures, etc.)
- C. Basic book-keeping

IV. Basic Qualifications:

- A. General: Pleasant attitude
- B. Skill: Basic computer
- C. Physical: Able to walk to 310 Chestnut St.
- D. Academic: strong English skills preferred

V. Desirable Qualifications:

- A. Creative approach to work and communication
- B. Web-site construction, maintenance

VI. Narrative Summary:

Though BSU is approved to have a 10-hour Office Assistant and a 0-5 hour Janitor, the jobs are currently being done by the 10-hour Office Assistant. Currently this works very well and is satisfactory to all. She is here consistently and can routinely manage both in 10 hours. Previously the 0-5 hour janitors have been very erratic in their efforts. With that being said, the primary position is as follows:

The work of the Baptist Student Union Building/Office Assistant is a 10-hour position with major focus in assisting the BSU Campus Minister and the Council with routine office support. He or she is responsible for a weekly newsletter to BSU participants through the CPO and through e-mail. Duties include computer use, creating brochures, posters, copies, filing, phone messages and keeping the books for the organization. Additionally the job includes janitorial responsibility for the Baptist Student Union's Building, the Basin.