



## **STUDENT LABOR POSITION DESCRIPTION**

### **Campus Activities Board**

Most Recently Updated 04/25/99

Position Title: Campus Activities Board Secretary  
Must Work 5\_hrs/wk.

**I. Grade Level:** 3 This is an appointed position.

**II. Description:**

**A.** The following are the essential duties for a Secretary on the Campus Activities Board:

1. Takes accurate minutes of all Finance Committee and regular Board meetings.
2. Provides a typed copy of minutes for approval of the Board.
3. Provides all other clerical duties needed to maintain the orderly function of the Board (i.e. filing, paperwork, notices, etc.).
4. Performs other job-related duties as assigned.

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

1. Assist with the execution of activities sponsored by the Board.
2. Printing, publicity, miscellaneous errands.
3. See that the workplace and environs are clean.

**III. Learning Opportunities:**

- A.** Develop the attributes appropriate to Grade 3 positions: an understanding of the importance of initiative; awareness of job-related needs; ability to identify problems; analytical ability; problem-solving ability; and an understanding of the role of standards and leaders.
- B.** Board meetings/training.
- C.** Interaction with the diverse groups on campus.
- D.** Communication, interpersonal, and organizational skills.

**IV. Basic Qualifications:**

- A.** General: Clerical; be selected by Chair with Board approval.
- B.** Skill: Organizational, interpersonal.
- C.** Physical: none.
- D.** Academic: Strong standing.

**V. Desirable Qualifications:**

- A.** Initiative.
- B.** Attention to detail.
- C.** Communication and grammar skills.

**VI. Narrative Summary:**

This is an appointed position. Student took minutes of all Finance Committee and regular Board meetings; provided a typed copy of minutes for approval of the Board; provided all other clerical duties needed to maintain the orderly function of the Board (i.e. filing, paperwork, notices, etc.); and may have assisted with the execution of activities sponsored by the Board and with printing, publicity, and miscellaneous errands.

