

approved

STUDENT LABOR POSITION DESCRIPTION

Campus Life

Most Recently Updated 10/22/2003

Position Title: Student Information Coordinator
Must work 15 hrs/wk.

1 Grade Level: 4

2a Description: The following are the essential duties for a Student Information Coordinator in the Campus Life Department:

- A. Collect and coordinate information for weekly calendar, such as Campus Ministries, campus programming, convocations, Corner Pocket events, organizational meetings, residence hall events, CAB, athletics, etc.
- B. Type and proof the calendar.
- C. Submit calendar to Printing Services for printing and distribute calendar to designated locations on campus.
- D. Maintain files and disks regarding the calendar.
- E. Weekly, update the two-month master calendar located in front lobby.
- F. General office duties: answer phone, filing, typing, etc., as requested by the Office Manager.
- G. Serve as member of the Student Supervisor team.
- H. Perform other job-related duties as assigned.

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

- A. Post weekly calendar to the Berea College Web Site.
- B. Assist with updating the community bulletin boards located in the Alumni Building.
- C. See that the workplace and environs are clean.

3 Learning Opportunities:

- A. Develop the attributes appropriate to Grade 4 positions: an understanding of relations between individuals, institutions, and processes; comprehension of job-related values, realities, and goals; a commitment to service; and the ability to articulate and interpret observations, experiences, and understanding.
- B. Interacting with the various campus and community groups.
- C. Web site or web page design on the Internet.
- D. Voluntarily participating in activities sponsored by this department.

4 Basic Qualifications

- A. General: Typing.
- B. Skill: Communication.
- C. Physical: none.
- D. Academic: Strong standing.

5 Desirable Qualifications:

- A. Organizational skills; attention to detail.
- B. Dependability.
- C. Initiative and ability to meet deadlines.

6 Narrative Summary: Student collected and coordinated information for weekly calendar; creatively organized calendar; type and proofed calendar; took calendar for printing and distributed calendar to designated locations; maintained files and disks regarding the calendar; update two-month master calendar located in front lobby weekly; performed general office duties; served as member of the Student Supervisor team. Student may also have posted weekly calendar to the Berea College Web Site and assist with updating community bulletin boards.