



STUDENT LABOR POSITION DESCRIPTION
Most Recently Updated March 2004

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 Campus Life Student Coordinator 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. Interacting with the various campus and community groups
- b. Web site or web page design on the Internet
- c. Voluntarily participating in activities sponsored by this department

4 Basic Qualifications

- a. General: Typing
- b. Skill: Communication
- c. Physical: N/A
- 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:

The Student Information Coordinator should have an awareness of the Campus Life Department functions, policies and procedures. The position also affords an opportunity to be creative in designing the weekly calendar.