

approved

## **STUDENT LABOR POSITION DESCRIPTION**

### **Chimes**

Most Recently Updated 03/05/99

Position Title: Business Manager  
Must work 5 hrs/wk.

**I. Grade Level: 4**

**II. Description:**

**A.** The following are the essential duties for the Business Manager of Chimes:

1. Maintains the financial records for Chimes and produces a monthly financial report
2. Keeps the office stocked with necessary supplies
3. Keeps the office neat
4. Performs other job-related duties as assigned

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

1. Assists with clerical duties
2. See that the workplace and environs are clean

**III. 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.** Organizational skills

**C.** Yearbook production

**IV. Basic Qualifications**

**A.** General: Basic accounting and bookkeeping; responsible; willingness to work

**B.** Skill: Some typing; public relations

**C.** Physical: NA

**D.** Academic: Good standing

**V. Desirable Qualifications:**

**A.** Organizational skills; initiative to meet deadlines

**B.** Ability to work in stressful situations

**C.** Knowledgeable of spreadsheet programs and budgeting

**VI. Narrative Summary:**

Student maintained financial records and produced a monthly report. Student also was responsible for keeping the office stocked with supplies, in addition to assisting others as needed.