

STUDENT LABOR POSITION DESCRIPTION

General Administration/ Development

Most Recently Updated 03/05/99

Position Title: Student Office Clerk
Must work 10 hrs/wk.

I. Grade Level: 1-4

II. Description:

A. The following are the essential duties for a Student Office Clerk in the General Administration/ Development Office:

1. Mailing out Donor Recognition gifts to donors
2. Answering Telephone in Vice President's office
3. Data entry on BANNER system
4. Filing
5. General clerical duties
6. Performs other job-related duties as assigned.

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

1. Watering plants
2. See that the workplace and environs are clean.

III. Learning Opportunities:

- A. Computer training
- B. Phone etiquette
- C. Proper office procedures and manners
- D. Computers, telephones, fax machine, copier, credit card machine, usage
- E. How to be a team player
- F. How to be an effective and productive employee

IV. Basic Qualifications:

- A. General: Promptness in both coming to work and work output
- B. Skill: Ability to be taught
- C. Physical: Ability to go to different offices on campus and use stairs
- D. Academic: No particular major required

V. Desirable Qualifications:

- A. Self-motivated
- B. Honest and dependable
- C. Willing to learn and have a positive attitude

VI. Narrative Summary:

This employee must have the desire to learn and appreciate the opportunity to take on a role of responsibility in working in the office of a Vice President with the encouragement and support of staff working in the office. Employee must be dependable, on time, and ability to work with the public in a professional manner. Employee's attire must be appropriate for a professional office setting. Skin bearing or wearing short shorts in the summer is not permitted.