

approved

## **STUDENT LABOR POSITION DESCRIPTION**

### **Convocation**

Most Recently Updated 02/25/99

Position Title: Student Administrative Assistant  
Must work 10 hrs/wk.

#### **I. Grade Level: 3-4**

#### **II. Description:**

A. The following are the essential duties for an Administrative Assistant in Convocations:

1. Help in diverse areas of Convocation program planning and execution, including coordination, record-keeping and communication by telephone, electronic mail and regular mail.
2. Work on the Banner mainframe computer record keeping system used by the College.
3. Write letters to students whose convocation cards have been pulled using a template for such letters.
4. Maintain files of letters to students and their responses.
5. Keep office of Associate Provost for Academic Affairs informed of individual violations and appeals.
6. Performs other job-related duties as assigned.
7. See that the workplace and environs are clean.

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

1. Research using World Wide Web for materials and links related to Convocation speakers.
2. Help to develop the Convocations Website.
3. Have contact with Convocation artists/speakers.

#### **III. Learning Opportunities:**

- A. If Grade 3, 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. If Grade 4, 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.
- C. Develop WWW research abilities related to program goals.
- D. Develop understanding of the processes of confidentiality.
- E. Improve communication and planning and coordination skills.

#### **IV. Basic Qualifications:**

- A. General: Self-starter.
- B.Skill: Word-processing, data entry, writing ability.
- C. Physical: none.
- IV. Basic Qualifications (cont.):
  - D. Academic: none.

**V. Desirable Qualifications:**

- A. Developed skill and taste for interpersonal relationships, esp. with Convocation artists and speakers.
- B. Ability to anticipate problems and how to solve them.

**VI. Narrative Summary:**

Student participated in every aspect of weekly or more frequent event planning for a variety of educational and cultural events. Student performed majority of basic office work and record keeping, including producing form letters using a computer template on a regular basis. and work on the College's mainframe computer record keeping system. Student may also have done research using World Wide Web, and helped to develop Website.

Administrative Assistant, Convo