

approved

STUDENT LABOR POSITION DESCRIPTION

Convocation

Most Recently Updated 02/25/99

Position Title: Student Head Usher
Must work 0-5 hrs/wk.

I. Grade Level: Labor Pool

II. Description:

A. The following are the essential duties for a Head Usher in Convocations:

1. Monitor convocation events and enforce the published rules for conduct at convocations.
2. Collect and process convocation cards; when needed, pull cards for violations of published rules, and note clear reasons for pulling on cards. Maintain confidentiality as to cards pulled.
3. Occasionally serve as hospitality agents for convocation speakers and artists.
4. Occasionally serve as technical personnel.
5. Perform other job-related duties as assigned.
6. See that the workplace and environs are clean.
7. Supervise student ushers.
8. Assign other student ushers to positions, changing these assignments as appropriate.
9. Communicate with Convocations Coordinator, including relaying Coordinator messages to student ushers.
10. Collect all Convocation cards and delivers them to Coordinator separated by rating each student attending convocation gave the convocation. Give pulled cards and timesheets to Coordinator as well.
11. Hold labor meetings with ushers and does problem solving related to their needs.
12. Train new ushers.
13. Watch doors, looking for students coming in late, leaving early, checking for whether card was submitted for these students.

B. The following are *possible additional* duties for this position:
None beyond those described as essential above.

III. Learning Opportunities:

- A.** Increase dependability, conscientiousness, firmness but tactfulness, integrity, and willingness to assume responsibility.
- B.** Hone interpersonal skills with students and general public.
- C.** Sharpen assessment ability (with regard to student behavior during Convocations) and balanced judgment.
- D.** Refine understanding and knowledge of the processes of confidentiality
- E.** Learn to manage peers and organize their work.

- F. Learn to assume a high degree of responsibility for a complex administrative and interpersonal set of tasks.

IV. Basic Qualifications:

- A. General: Having been loyal and consistent in labor assignment as an usher in past. Cannot have had unexcused absence from labor, nor very many excused absences.
- B. Skill: record-keeping, good communications and interpersonal skills.
- C. Physical: none.
- D. Academic: none.

- V. Desirable Qualifications:**
Supervisory experience helpful.

VI. Narrative Summary:

Student monitored variety of different types of cultural and educational events held in College's largest auditorium, helping to enforce rules of conduct and monitoring proof of attendance (Convocation cards) for hundreds of students who attend each event. Students noted conduct violations in detail, maintaining confidentiality regarding violations, and collecting Convocation cards during each event. In addition, student supervised all other fellow students performing this set of tasks, and served as liaison between Convocations Coordinator and fellow student workers. Student organized and ran staff meetings, problem solved with other students, assigned them to ushering sites, and organized their work.

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