

approved

STUDENT LABOR POSITION DESCRIPTION

Economics

Most Recently Updated 03/11/99

Position Title: Student Secretary
Must work 0-5 or 10 hrs/wk.

I. Grade Level: 1-3

II. Description:

A. The following are the essential duties for a Secretary in the Economics and Business Department:

1. If Grade 1:

- A.** Types; helps maintain records, files, etc.; assists with inventory checks; sorts and/or assembles classroom materials; checks library references; answers telephone; meets and assists persons who come into the office.
- B.** Assists in grading; types lecture notes, reports, notices, exams, and research and classroom materials.
- C.** Assists with departmental mail, errands, bookstore purchases, cleanliness and neatness of office work areas.
- D.** Attends departmental labor meetings as scheduled.
- E.** Performs other job-related duties as assigned.

2. If Grade 2:

Performs same duties as Grade 1 Secretary with less direct supervision.

3. If Grade 3:

- A.** Performs same duties as Grade 1 with this additional duty:
- B.** Helps train and supervise new students working in the department.

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

III. Learning Opportunities:

- A.** If Grade 1, develop the attributes appropriate to Grade 1 positions: learning to meet schedules and standards of performance, efficient use of time, healthy attitudes toward work and supervision, working with others, sharing responsibility, recognition of the importance of work, basic skills and information.
- B.** If Grade 2, develop the attributes appropriate to Grade 2 positions: learn to take personal responsibility; apply knowledge to a situation; self-identify skills, talents, interests and limitations; learn and develop confidence in skills or program knowledge; and appreciate work as a process as well as a product.
- C.** 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;

standards analytical ability; problem-solving ability; and an understanding of the role of and leaders.

- D. Improving skills such as typing, reception, problem solving.
- E. Increasing knowledge of department.

III. Learning Opportunities (cont.):

- F. Developing or improving communication and liaison skills among the different people coming into departmental offices, i.e., faculty, staff, students, and visitors.
- G. Understanding of the processes of ensuring confidentiality.

IV. Basic Qualifications:

- A. General: Promptness; dependability; high degree of individual initiative; respect for confidentiality. If Grade 2 or 3, previous experience working in the department, willingness to assume increasing amounts of responsibility for increasingly complex tasks.
- B. Skill: Typing. If Grade 2 or 3, above-average typing, general secretarial, word-processing.
- C. Physical: No limitations.
- D. Academic: none.

V. Desirable Qualifications:
none.

VI. Narrative Summary:

Student typed and word processed lecture notes, reports, exams, and other classroom materials; maintained records and files; inventoried, assembled classroom materials; checked library references; answered the telephone; and received visitors to the department. Student also helped with grading and sorting and distributing mail. If Grade 3, student supervised new students working in departments.