

approved

STUDENT LABOR POSITION DESCRIPTION

Education

Most Recently Updated 03/29/99

Position Title: Student Administrative Assistant
Must work 15 hrs/wk.

I. Grade Level: 5

II. Description:

- A.** The following are the essential duties for an Administrative Assistant in the Educational Studies Department:
1. All bookkeeping and accounting for the department: collect and compute and verify student timecards and all other functions needed for student payroll; maintain files for student labor; process purchase orders and check requests; process all bills for office supplies, equipment, building expenses; maintain ledger to track the roughly 12 departmental accounts and balance them; transmit information accurately to accounting; work with Accounts Payable and Accounts Receivable departments; etc.
 2. Maintain files on graduates of department: where they go, what they go on to do.
 3. Produce cumulative evaluations tallying responses of all student teachers in Teacher Education Program to survey given them at end of student teaching.
 4. Oversee work of other students workers in department.
 5. Perform other job-related duties as assigned.
 6. See that the workplace and environments are clean.
- B.** The following are *possible additional* duties for this position:
None beyond those described as essential above.

III. Learning Opportunities:

- A.** Develop the attributes appropriate to Grade 5 positions: an understanding of departmental management; taking responsibility for the effectiveness of others; an awareness of departmental and institutional relationships; teaching and instruction techniques; communication and interpersonal skills; and evaluation of workers and procedures.
- B.** Bookkeeping and accounting.
- C.** High level of responsibility for confidential information and moving items extremely important to others in Department through complex administrative procedures.
- D.** Supervision of fellow students.
- E.** Tallying and evaluation of detailed pieces of information.

IV. Basic Qualifications:

- A. General: Have worked in department at least one year. Willingness to learn bookkeeping, reliability, confidentiality, independent, self-motivated worker; meticulous attention to detail.

IV. Basic Qualifications (Cont.):

- B. Skill: Excellent math skills, aptitude for bookkeeping, excellent communication skills; excellent interpersonal skills. Ability to read information aloud and proofread it accurately. Great accuracy in dealing with numbers.
- C. Physical: Building not wheelchair accessible; occasional heavy lifting (boxes of books) if possible.
- D. Academic: none.

V. Desirable Qualifications:

Ability to relate to peers with tact and diplomacy.

VI. Narrative Summary:

Student performed all Departmental bookkeeping and accounting, including collecting and computing student timecards and maintaining files on student labor; processing purchase orders, bills, and check requests; maintaining a ledger encompassing 12 Departmental accounts; and communicating and liaising with College Accounts Payable and Accounts Receivable Departments. Student also tracked Department graduates' career paths; produced evaluations tallying responses of student teachers on program; and supervised fellow office workers.