

approved

## **STUDENT LABOR POSITION DESCRIPTION**

### **Education**

Most Recently Updated 03/29/99

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

**I. Grade Level: 1-3**

**II. Description:**

**A.** The following are the essential duties for a Clerk/Office Worker/Secretary in the Educational Studies Department:

1. Answer phones, take complete messages and deliver to appropriate faculty member.
2. Answer questions, and provide information to students.
3. Print documents on laser printer as requested, keep printer running smoothly, fix when jammed, replenish paper when needed.
4. Inventory and order office supplies.
5. Receive from Education students essential, confidential documents to be recorded and filed.
6. Close up the office when last worker out at the end of day.
7. Photocopy, collate and staple documents for faculty, including frequent last-minute requests for this.
8. Pick up, sort, and distribute mail. Also prepare and package mail and take to post office.
9. Run errands around campus as needed.
10. Enter, proof, correct, and print a wide variety of documents. Many are highly confidential; this needs to be respected in performing this part of the job.
11. Enter, proof and correct essential, extensive amounts of student data on department tracking form. This is extremely confidential information and complete accuracy is required.
12. Maintain extensive filing system for every Education student. Record and file a great variety of required documents and correspondence in student folders (which are extremely confidential) and keep these files updated daily.
13. Maintain files on all required documents and forms for each phase of students' requirements for the Teacher Education Program.
14. Maintain list of Department needs and order or purchase supplies.
15. Help Department office cover for workers who are absent or who have last-minute emergencies.
16. Perform other job-related duties as assigned.
17. See that the workplace and environs are clean.

**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; analytical ability; problem-solving ability; and an understanding of the role of standards and leaders.
- D.** Every facet of office procedure.
- E.** Teamwork—all workers are responsible for good functioning of office and completion of office tasks.
- F.** Developed sense of responsibility for overall needs of Department.
- G.** Team proofreading of documents word-processed.
- H.** Taking initiative in department work; ideas for improvement appreciated and welcomed within department.

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

- A.** General: Grade 1: reliability, willingness to cooperate, eagerness to learn office procedures.
- B.** Skill: Grades 2 and 3: filing, typing, word-processing, ease with alphabetical sequencing, close attention to detail.
- C.** Physical: Building not wheelchair accessible; occasional heavy lifting (boxes of books) if possible.
- D.** Academic: none.

### **V. Desirable Qualifications:**

- A.** Comfort and facility with alphabetical sequencing; extreme care with filing (especially student files) is critical. Excellent ability to take and keep confidentiality of student and other information extremely seriously.
- B.** Very close attention to detail.
- C.** If Grade 1, filing, typing, and word-processing desirable.

### **VI. Narrative Summary:**

Student performed reception and information provision in main front office, including answering phones; word-processed, did data entry, and proofread and corrected a wide variety of documents, many of them confidential. Student also ran and fixed office printer as needed; did photocopying and collating of documents; mail pickup and delivery; ran errands; purchased and ordered supplies; and maintained extensive Departmental and confidential student files.