

STUDENT LABOR POSITION DESCRIPTION

Education

Most Recently Updated 03/29/99

Position Title: Student Monitor
Must work 5 hrs/wk.

II. Grade Level: 2-4

II. Description:

A. The following are the essential duties for a Monitor in the Educational Studies Department:

1. Open Educational Studies building at 7:30 and close building at 5:30 every day.
2. Make security check of building every day at closing; ensure windows and doors are closed and locked.
3. Be responsible for and hold set of all keys to building
4. Each month, check functioning of safety equipment in entire building, including in preschool. This include fire safety equipment, exit lights.
5. File report on status of building safety equipment with College Public Safety office.
6. Perform other job-related duties as assigned.

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

III. Learning Opportunities:

- A.** 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.
- B.** 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.
- C.** 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
- D.** Develop sense of responsibility for entire building and building occupants security.
- E.** Increase sense of accountability to mini-community working and studying in building who depend upon Monitor for building opening and closing and key holding.
- F.** Sense of when building is secure, what constitutes a security problem.
- G.** Performing and reporting results of safety equipment check with real sense of importance of this apparently routine task.

IV. Basic Qualifications:

- A. General:** Extremely trustworthy, responsible and reliable, able to handle confidentiality and security; able to work independently.
- B. Skill:** Interpersonal, good written communication skills.
- C. Physical:** Building is not wheelchair-accessible; must be able to climb stairs and be sufficiently strong to walk entire building once/day; good visual and auditory acuity.
- D. Academic:** Must be junior or senior.

V. Desirable Qualifications:
none.

VI. Narrative Summary:

Student was responsible for opening and closing Education Building every working day; holding full set of keys to building; making security check of entire two and a half floors of building at daily closing; and checking and reporting on functioning of safety equipment in building.