

approved

STUDENT LABOR POSITION DESCRIPTION

Labor and Financial Aid

Most Recently Updated 03/08/99

Position Title: Student File Room and Errands Clerk
Must work 10 hrs/wk.

I. Grade Level: 1

II. Description:

A. The following are the essential duties for a File Room and Errands Clerk in the Financial Aid Department:

1. Run errands to campus post office, computer center and carry back packages.
2. Sort mail for a variety of recipients in Labor and Financial Aid office.
3. In file room, maintain files, pull information for students who are withdrawing, making sure information is put back in correct place in files.
4. Perform other job-related duties as assigned.
5. See that the workplace and environs are clean.

B. The following are *possible additional* duties for this position:

1. Possibly assist Front Desk with student questions at the counter and via phone.

III. Learning Opportunities:

- A. 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. Gain general office skills.
- C. Learn to answer the telephone and take messages effectively.
- D. Learn processes of ensuring confidentiality in dealing with documents.
- E. Learn about the functions of the Financial Aid office, and to answer basic financial aid-related questions.

IV. Basic Qualifications:

- A. General: Organized; perfectionist and very detail-oriented, with high standards and expectations for handling a great deal of detailed information.
- B. Skill: Good computer aptitude, organizational skills.
- C. Physical: none.
- D. Academic: none.

V. Desirable Qualifications:

none.

VI. Narrative Summary:

Student ran errands and sorted and distributed mail; student ran busy File Room of confidential documents related to students, removing information and placing it back while ensuring confidentiality of documents.