

STUDENT LABOR POSITION DESCRIPTION

Facilities Management

Most Recently Updated 03/15/99

Position Title: Student Facilities Management Clerk/Secretary
Must work 10 hrs/wk.

1 Grade Level: 1-3

2a Description: The following are the essential duties for a Secretary in the Rental area of the Facilities Management Department:

- A. Assist in sending out gas bills for rental properties.
- B. Assist in paying vendors.
- C. Assist in cleaning the office of Facilities Management.
- D. File purchase orders, labor information, and other forms as needed.
- E. Run errands.
- F. Answer telephones and wait on walk-in customers.
- G. Perform other job-related duties as assigned.

2b Description: The following are *possible additional* duties for this position:

- A. Enter payroll data on computer.
- B. Enter work orders on computer.
- C. Take reservations for and hand out keys for motor pool cars.
- D. See that the workplace and environs are clean.

3 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. Understanding of internal functioning of rental property office.
- E. Sense of responsibility for good functioning of rental property office.
- F. Improved word processing and data entry skills.
- G. Increased ability to handle detail and prioritize multiple tasks.

4 Basic Qualifications:

- A. General: Dependability, punctuality, responsibility, respect for confidentiality.

- B.** Skill: If entering above Grade 1, ability to use a computer, pleasant demeanor with customers who call or walk into the office.
- C.** Physical: no limitations.
- D.** Academic: Basic math skills.

5 Desirable Qualifications:

- a. Basic understanding of Word 5.1 and Excel computer programs.

6 Narrative Summary: Student support College rental property area by sending out gas bills, paying vendors, filing, answering telephones and waiting on walk-in customers. Student may also have entered payroll data and work orders, and handled reservation and key check-in/out for College-owned vehicles.