

STUDENT LABOR POSITION DESCRIPTION

Facilities Management

Most Recently Updated 03/15/99

Position Title: Student Office Aide
Must work 10 hrs/wk.

1 Grade Level: 2

2a Description: The following are the essential duties for an Office Aide in the Maintenance office of the Facilities Management Department:

- A. Assist phone-in and walk-in customers.
- B. Do scheduling and billing for the Motor Pool.
- C. Computer data input for Motor Pool, work orders and payroll.
- D. Filing.
- E. Process invoices for payment.
- F. Performs other job-related duties as assigned.

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

- A. Train others in use of Banner computer system.
- B. See that the workplace and environs are clean.

3 Learning Opportunities:

- A. 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. Use of office machines.
- C. Knowledge of computers and computer programs.
- D. Customer service skills.
- E. Accounting procedures.
- F. Possibly learn how to train and learn more about Banner by teaching it to others.

4 Basic Qualifications:

- A. General: Dependability, willingness to learn, pleasant attitude, ability to work in shared environment and to perform with less than direct supervision.
- B. Skill: Basic accounting knowledge, computer literacy (Word98).
- C. Physical: no limitations.
- D. Academic: none.

5 Desirable Qualifications:

- A. Driver's license.
- B. Have taken the College's Defensive Driving course or be over 26 years of age.

6 Narrative Summary: Student processed invoices and did other computer inputting; performed scheduling and billing functions, filing, customer service for both walk-in and phone-in customers,

and may have assisted with training less-experienced students in College's unified computer system.