

approved

STUDENT LABOR POSITION DESCRIPTION

General Studies

Most Recently Updated 02/17/99

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

I. Grade Level: 3

II. Description:

A. The following are the essential duties for the Student Office Manager in the Department of General Studies:

1. Work with all the Teaching Assistants of the GSTR courses. The TAs turn in their hours to the Student Office Manager, and the Office Manager takes care of getting these hours to the payroll office and keeping close records.
2. Sort, file, and distribute portfolios. Constant records on where portfolios are and where they are going must always be kept.
3. Be efficient at the Banner system to ensure you will be confident and helpful when others are registering for closed classes.
4. Make work schedules and cleaning schedules.
5. Work with syllabi from all GSTR courses which are kept in the office for future use of class descriptions for the class catalogue each term.
6. Supervise all other student workers to ensure that all tasks given are completed.
7. Take turns retrieving mail from campus post office and running errands.
8. Perform other job-related duties as assigned.
9. See that the workplace and environs are clean.

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

III. Learning Opportunities:

- A.** 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.
- B.** Improved office management skills.
- C.** Excellent time management skills; job is often done in 1-2 hour increments, so Office Manager will learn to use time effectively.
- D.** Improved computer skills, including learning Banner system.

IV. Basic Qualifications:

- A. General: Good people skills, including ability to work with both faculty and students; politeness; knowing how to answer phone correctly and take thorough messages.
- B. Skill: Good computer (database and spreadsheet) skills, good typing/word-processing skills.
- C. Physical: Ability to lift 20-25 pound boxes of portfolios and carry up and down stairs and across campus.
- D. Academic: none.

V. Desirable Qualifications:

Prior experience with Page Maker, File Maker Pro, Excel, Banner system.

VI. Narrative Summary:

Student tracked hours and payroll records of teaching assistants; sorted, filed, distributed and tracked portfolios; used College mainframe integrated computer course information and accounting system, made office schedules and supervised students to ensure tasks were completed; and updated syllabi.