

approved

STUDENT LABOR POSITION DESCRIPTION

General Studies

Most Recently Updated 02/17/99

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

I. Grade Level: 1

II. Description:

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

- about
1. Keep track of the grants and conferences made available through the General Education Department.
 2. Write up a newsletter each month on College e-mail system to keep all informed about grants and conferences.
 3. Work with portfolios as directed and guided.
 4. Help with registration.
 5. Take turns retrieving mail from campus post office and running errands.
 6. Perform other job-related duties as assigned.
 7. See that the workplace and environs are clean.

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

II. 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. Basic office and computer skills, including typing/word-processing, database and spreadsheet programs.
- C. Dealing with faculty and students in a professional manner.
- D. Newsletter writing and production/publishing via electronic mail.

IV. Basic Qualifications:

- A. General: Politeness, willingness to learn new skills, ability to follow simple directions.
- B. Skill: None.
- C. Physical: Ability to lift 20-25 pound boxes and carry them up and down stairs and across campus.
- D. Academic: None.

V. Desirable Qualifications:

None

VI. Narrative Summary:

Student performed entry-level office typing and computer work, tracked grants and conferences and published an electronic mail newsletter informing the campus community of these, worked with portfolios, and assisted students with registration.