

approved

## **STUDENT LABOR POSITION DESCRIPTION**

### **General Studies**

Most Recently Updated 02/17/99

Position Title: Student Payroll Clerk  
Must work 10 hrs/wk.

#### **I. Grade Level: 2**

#### **II. Description:**

**A.** The following are the essential duties for the Student Payroll Clerk in the General Studies Department:

1. Work with the General Education Department Budget to keep a running spreadsheet and close records on all the expenses accumulated. This includes working with all of the accurate records. GSTR instructors and TAs to keep balanced and
2. Work on the Banner system to be helpful with registration.
3. Work with portfolios.
4. Update course syllabi.
5. Take turns retrieving mail from campus post office and running errands.
6. Performs 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.

#### **IV. 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.** Improve computer skills, particularly in accounting programs.
- C.** Improve skills on Banner system.
- D.** Budgeting skills.
- E.** Identify, track, and tactfully negotiate budgetary discrepancies with administrators and faculty in a variety of departments.

#### **IV. Basic Qualifications:**

- A.** General: Politeness, ability to deal well with people.
- B.** Skill: Good typing and computer skills.
- C.** Physical: Ability to lift 20-25 pound boxes of portfolios and carry them up and down stairs and across campus.
- D.** Academic: None.

**V. Desirable Qualifications:**

A. Prior experience with Banner and/or Page Maker, File Maker Pro and Excel computer programs.

**V. Desirable Qualifications (cont.):**

B. Excellent math background.

C. Knowledge of spreadsheet programs (if not specific experience described in 5a).

**VI. Narrative Summary:**

Student maintained spreadsheets, budgets, and tracked expenses, working with instructors and teaching assistants to keep accurate expense records. Student used College mainframe integrated computer accounting and course registration system, worked with portfolios and updated syllabi.