

approved

STUDENT LABOR POSITION DESCRIPTION

Health Services

Most Recently Updated 00/00/99

Position Title: Student Administrative Secretary
Must work 10 hrs/wk.

I. Grade Level: 1-3

II. Description:

A. The following are the essential duties for a Student Administrative Secretary in the Health Services Department:

1. General reception work: answering phones, scheduling patient appointments.
2. Inventorying 5 examination rooms and keeping them stocked with supplies and equipment.
3. Copy, file, and run errands.
4. Perform other job-related duties as assigned.

B. The following are *possible additional* duties for this position:

1. Computer work.
2. Typing.
3. See that the workplace and environs are clean.

III. 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.** Increased facility and familiarity with medical terminology.
- E.** Increased skill at reception and customer service.
- F.** Increased ability to assess supply and equipment needs and maintain examination rooms well stocked.

IV. Basic Qualifications:

- A.** General: none.

- B.** Skill: Secretarial, typing. If Grade 2 or 3, insurance filing skills.
- C.** Physical: none.
- D.** Academic: none.

V. Desirable Qualifications:

- A.** Ability to get along well with others.
- B.** Assertiveness and outgoing in nature.

VI. Narrative Summary:

Student performed reception in clinical office, pulled patient files, scheduled appointments, answered phones. Student also inventoried five examination rooms and kept them well stocked with supplies and equipment.