

approved

STUDENT LABOR POSITION DESCRIPTION

Health Services

Most Recently Updated 03/17/99

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

I. Grade Level: 1-3

II. Description:

A. The following are the essential duties for an Inventory Clerk in the Health Services Department:

1. Keep brochure on display updated by ordering more or photocopying them.
2. Keep medical procedure books updated by typing, copying and inserting updates produced by staff physician.
3. Use computer word-processing, data entry and spreadsheet programs.
4. Manage bulk mailings to new students; photocopying mailings, stuffing envelopes, putting envelopes in zip code order, banding them, and taking them to the mail center.
5. Copy, file, and run errands.
6. Perform other job-related duties as assigned.

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

1. General reception duties: answering phones, pulling and filing charts, scheduling appointments.
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 using computer word-processing, spreadsheet and data entry programs.
- F.** Increased ability to assess brochure needs and maintain supply of them.

G. Training in assembling and producing US Postal Service approved bulk mailings.

IV. Basic Qualifications:

- A.** General: none.
- B.** Skill: Clerical skills, including typing.
- 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 inventoried brochure stock and did brochure ordering to resupply; kept medical procedure book updated per physician instructions; performed word-processing, data entry and spreadsheets, and assembled and produced volume mailings.