

approved

## **STUDENT LABOR POSITION DESCRIPTION**

### **Health Services**

Most Recently Updated 03/17/99

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

#### **I. Grade Level: 1-3**

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

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

1. Keep medicine and supplies updated by inventorying and stocking them, and ordering more as needed.
2. Perform general reception work: answering phones and scheduling appointments, pulling and filing charts.
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. Typing.
2. 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.** Improved ability to assess supply needs and maintain supply levels independently.

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

- A.** General: none.
- B.** Skill: Clerical and typing 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, and answered phones. Student also maintained medicine and supplies in order, stocked and inventoried, ordering more as needed.