

approved

STUDENT LABOR POSITION DESCRIPTION

Internships

Most Recently Updated 03/31/99

Position Title: Student Office Manager
Must work 15 hrs/wk.

I. Grade Level: 5

II. Description:

A. The following are the essential duties for an Office Manager in the Office of Internships:

1. Conduct general informational meetings about Internships program in dorms, etc.
2. Screen internship students, and work with them on possible proposals for internships.
3. Work directly with faculty in developing internship possibilities.
4. Publicize internship opportunities in newspaper and through departments.
5. Keep track of internship deadlines.
6. Attend pre- and post-seminars when Coordinator is not present.
7. Prepare brochures for internships program.
8. Assume budget responsibility including payroll.
9. Train new students in office procedure.
10. Perform other job-related duties as assigned.

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

- A. Filing.
- B. Typing.
- C. Handling general correspondence.
- D. See that the workplace and environs are clean.

III. Learning Opportunities:

- A. Develop the attributes appropriate to Grade 5 positions: an understanding of departmental management; taking responsibility for the effectiveness of others; an awareness of departmental and institutional relationships; teaching and instruction techniques; communication and interpersonal skills; and evaluation of workers and procedures.
- B. Become more proficient in areas specified under "Duties".
- C. Gain comfort in interacting with students, faculty, and outside agencies.
- D. By learning about opportunities available as internships, improve own internship opportunities and eventual internship experience.
- E. Become better prepared for entering labor force upon graduation.

IV. Basic Qualifications:

- A. General: Integrity, resiliency, flexibility.
- B. Skill: Ability to work well with people; ability to assume responsibility without direct supervision.
- C. Physical: Building is not wheelchair accessible; need to be able to answer telephones.
- D. Academic: 2.5+ GPA; cannot be on academic, labor, or social probation.

V. Desirable Qualifications:

- A.** Bright, outgoing person.
- B.** Ability to take initiative.
- C.** Interest in learning about new opportunities.
- D.** Creativity.

VI. Narrative Summary:

Student conducted informational meetings about the program, screened internship students and worked with them in preparing proposals. Student developed internship possibilities with faculty, did publicity and produced brochures regarding opportunities; tracked deadlines; attended pre- and post-internship seminars; took responsibility for payroll; and trained new student office workers.