

approved

STUDENT LABOR POSITION DESCRIPTION

Internships

Most Recently Updated 03/31/99

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

I. Grade Level: 2-3

II. Description:

A. The following are the essential duties for a Receptionist in the Internships Office:

1. Answer routine questions.
2. Organize files.
3. Perform other job-related duties as assigned.
4. 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.

III. Learning Opportunities:

- A.** 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.
- B.** 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.
- C.** Familiarity with office, routines, materials available.
- D.** Training to move into Office Manager position.

IV. Basic Qualifications:

- A.** General: none.
- B.** Skill: Ability to handle routine office procedures.
- C.** Physical: Building is not wheelchair accessible; need to be able to answer telephones.
- D.** Academic: none.

V. Desirable Qualifications:

none.

VI. Narrative Summary:

Student answered routine questions and organized files.