

approved

## STUDENT LABOR POSITION DESCRIPTION

### Internships

Most Recently Updated 03/31/99

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

**I. Grade Level: 4**

**II. Description:**

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

1. Answer questions regarding internships by phone and from students who walk in.
2. Do typing and word processing of various program documents.
3. Assist with developing publicity materials and brochures for the program.
4. Do filing and otherwise keep office organized.
5. Do photocopying and collating.
6. Pick up and sort mail.
7. Run errands.
8. Perform other job-related duties as assigned.
9. 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. Develop the attributes appropriate to Grade 4 positions: an understanding of relations between individuals, institutions, and processes; comprehension of job-related values, realities, and goals; a commitment to service; and the ability to articulate and interpret observations, experiences, and understanding.
- 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.

**IV. Basic Qualifications:**

- A. General: Pleasant demeanor working with students, faculty, and outside agencies.
- B. Skill: Typing, word processing, comfort with office machines.
- C. Physical: Building is not wheelchair accessible; need to be able to answer phones.
- D. Academic: No labor, social or academic probations.

**V. Desirable Qualifications:**

- A. Prior experience working in Office of Internships.

**VI. Narrative Summary:**

Student answered walk-in and phone-in questions; did typing, filing, copying, collating, and word processing; helped develop publicity materials; ran errands, and sorted mail.

