

STUDENT LABOR POSITION DESCRIPTION

Institutional Research and Assessment

Most Recently Updated 8/23/2000

Position Title: Assistant Student Office Manager
Must work 12 hrs/wk.

I. Grade Level: 4

II. Description:

A. The following are the essential duties for the Assistant Student Office Manager in the Office of Institutional Research and Assessment:

1. Updates the Institutional Fact Book
2. Maintains and upgrades the Office web page, including the electronic FactBook
3. Greets visitors and answers the telephone
4. Data lookup in Banner: proficient and knowledgeable about Banner: knows how to navigate the system and knows where to look for needed information without assistance
5. Survey Work
 - a. organization of departmental or committee surveys
 1. oversees all aspects of survey mailings
 2. oversees or performs data entry of results
 3. helps with the proofing
6. Trains and answers basic questions for labor students – assumes supervision when necessary
7. Course evaluations
 - a. packet preparation
 - b. sorting and typing packets
 - c. making corrections
 - d. scanning packets
 - e. filing final results
8. Office cleaning: sweeping, dusting, shredding, and recycling.
9. Performs other job-related duties as assigned.

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

1. General Office Management
 - a. keeping an inventory
 - b. ordering supplies
2. Labor Supervision
 - a. giving assignments
 - b. answering questions
 - c. checking/proofing the completed work
3. Survey Work

- a. working with the Research Assistant/Labor Supervisor to prepare the final report
- 4. Handling various internal and external information requests

III. Learning Opportunities:

- A. Team building skills; working with others.
- B. Many advanced computer skills in Microsoft Word, Excel, Dreamweaver (an HTML software), and HTML.
- C. Semi-advanced computer skills in Filemaker Pro.

III. Learning Opportunities (cont.):

- D. Will learn or demonstrate the attributes listed on the “Outline of Berea’s Labor and Learning Progressions” for the grade 4 level and all levels below it as published in the *Berea College Student Labor Program Policies and Procedures Manual*.

IV. Basic Qualifications:

- A. General: Previous work in department (at least one year) and academic standing of Sophomore, Junior, or Senior status
- B. Skill: Computer experience in Microsoft Word and Excel. Prior experience with HTML is a plus, but not a requirement. Ability to work independently and as part of the team.
- C. Physical: None.
- D. Academic: Academic standing must be good; cannot be on academic probation and must be at least a sophomore.

V. Desirable Qualifications:

- A. Attention to detail.
- B. Mathematical skills.
- C. Experience with HTML and web page development.

VI. Narrative Summary:

During the course of employment, student assisted in performing office procedures including customer service, general office upkeep, data entry, and several other tasks. Student played a large part in the processing of the course evaluations completed at the end of each term. Student took leadership roles in the completion of the annual College Geographical Report, as well as, in the Institutional Fact Book. Student maintained and upgraded the Institutional Research web page. Student oversaw the administration of surveys when needed. Student also trained and served as a supervisor for other students. In addition, student performed additional job-related tasks as assigned.