

STUDENT LABOR POSITION DESCRIPTION**Institutional Research and Assessment**

Most Recently Updated 8/23/2000

Position Title: Clerk/Typist
Must work 10 hrs/wk.

I Grade Level: 1**II Description:**

A. The following are the essential duties for a Clerk/Typist in the Office of Institutional Research:

1. Greets visitors and answers the telephone.
2. Office cleaning: sweeping, dusting, shredding, and recycling.
3. Data entry; includes team proofing work.
4. Errands around campus, including the daily mail run.
5. Mailings: sticking labels, stuffing envelopes, sorting, and sealing
6. Basic data lookup and navigation in Banner.
7. Duplicating and printing.
8. Course evaluations
 - a. packet preparation
 - b. sorting and typing packets
 - c. making corrections
 - d. filing final results
9. Performs other job-related duties as assigned.

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

1. Scoring Faculty Exams
2. Organization and data entry of the withdrawal form.

III Learning Opportunities:

- A. Time Management; meeting a schedule
- B. Team-building Skills; Working with others on a project and simply sharing space.
- C. Useful aspects of many computer software programs including Microsoft Word and Excel.
- D. Improve or develop problem solving abilities.
- E. Will learn or demonstrate the attributes listed on the "Outline of Berea's Labor and Learning Progressions" for a grade 1 level as published in the *Berea College Student Labor Program Policies and Procedures Manual*.

IV. Basic Qualifications:

- A. General: Desire to work
- B. Skill: None. Computer experience in Windows 95, Microsoft Word and Excel is a plus.
- C. Physical: None.
- D. Academic: None.

V. Desirable Qualifications:

- A. Dependable.
- B. Attention to detail.

V, Desirable Qualifications (cont.):

- C. Capable of working independently.
- D. Basic mathematical skills desired, but not required.

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 also played a large part in the processing of the course evaluations completed at the end of each term. In addition, student performed additional job-related tasks as assigned.