

STUDENT LABOR POSITION DESCRIPTION

Institutional Research and Assessment

Most Recently Updated 8/23/2000

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

I. Grade Level: 5

II. Description:

- A.** The following are the essential duties for the Student Office Manager in the Office of Institutional Research and Assessment:
- 1.** General Office Management
 - a.** keeping an inventory
 - b.** ordering supplies
 - c.** placing requests for repairs and dealing with computer problems
 - d.** answering the telephone and greeting guests
 - 2.** Managing the Budget (requires excellent Banner skills)
 - a.** completing check requests, purchase orders, expense reports
 - b.** monthly reconciliation
 - 3.** Labor Supervision
 - a.** supervision of other labor students (generally 3 students)
 - b.** training
 - c.** giving assignments
 - a.** answering questions
 - b.** checking/proofing the completed work
 - 4.** Survey Work
 - a.** getting lists and supplies ready for mailing (could include work with departments and/or committees)
 - b.** survey administration
 - c.** data verification and possible data entry
 - d.** setting up the data results in SPSS (statistical computer package) ready for analysis
 - e.** performing basic analyses
 - f.** organizing the results
 - g.** working with the Research Assistant/Labor Supervisor to prepare the final report
 - 5.** Preparing Reports as Needed
 - 6.** Course Evaluations
 - a.** oversee packet preparation and administration of course evaluations
 - b.** scanning packets
 - c.** typing comments
 - d.** proofing other students' work
 - 7.** Performs other job-related duties as assigned.
- B.** The following are *possible additional* duties for this position:

1. Handling various internal and external information requests
2. Overseeing the work/organization of the Institutional Fact Book
3. Overseeing the maintenance of the Office's web site, including electronic Fact Book
4. Scoring faculty exams
5. Office Cleaning: sweeping, dusting, shredding, and recycling.

III. Learning Opportunities:

- A. Supervision skills, including conflict resolution, teamwork, and discipline issues.
- B. Statistical processes and the correct way to analyze and report data.
- C. Sophisticated software packages, including SPSS and scanning software.
- D. Will learn or demonstrate the attributes listed on the "Outline of Berea's Labor and Learning Progressions" for the grade 5 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 Junior or Senior status.
- B. Skill: Computer proficiency in Microsoft Word and Excel. Proficiency with the Banner system. Prior experience with Filemaker Pro is a plus, but not a requirement. Some statistical knowledge or the ability and desire to study and learn. Ability to work independently and as part of a team.
- C. Physical: None.
- D. Academic: Academic standing must be good; cannot be on academic probation and must be a Junior or Senior.

V. Desirable Qualifications:

- A. Supervisory/managerial experience.
- B. A class in basic statistics.
- C. Strong organizational skills.
- D. Proficiency with Filemaker Pro.
- E. 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 part in the processing of the course evaluations completed at the end of each term. Student, if needed, helped in the completion of the annual College Geographical Report, as well as, in the Institutional Fact Book. Student oversaw maintenance of the Institutional Research web page. Student maintained the office budget and was responsible for office management, a task addressed by keeping inventory, ordering supplies, and seeing that all problems are fixed. 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.