

STUDENT LABOR POSITION DESCRIPTION

Institutional Research and Assessment

Most Recently Updated 8/23/2000

Position Title: Research Aide
Must work 10 hrs/wk.

I. Grade Level: 2

II. Description:

A. The following are the essential duties for a Research Aide in the Office of Institutional Research and Assessment:

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. 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. Organization and data entry of the withdrawal form
10. Scoring faculty exams.
11. Performs other job-related duties as assigned.

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

1. Organization and preparation of the annual College Geographical Report

III. Learning Opportunities:

- A.** Time Management
- B.** Team building skills; working with others on a project and simply sharing space.
- C.** Semi-advanced 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 2 level and the level below it as published in the *Berea College Student Labor Program Policies and Procedures Manual*.

IV. Basic Qualifications:

A. General: Previous work in department or office experience if a transfer student or upperclassman.

B. Skill: Computer experience in Windows 95.

C. Physical: None.

D. Academic: None.

V. Desirable Qualifications:

A. Attention to detail.

B. Proven dependability.

V. Desirable Qualifications (cont.):

C. Capable of working independently.

D. Computer experience in Microsoft Word and Excel.

E. Some 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 participated in the completion of the annual College Geographical Report. 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.