

approved

STUDENT LABOR POSITION DESCRIPTION

Hutchins Library - Administrative

Most Recently Updated 06/13/00

Position Title: Apprentice I
 Must work 10 hrs/wk.

I. Grade Level: 1

II. Description:

A. The following are the essential duties for an Apprentice in the Administrative Office, under direct supervision:

1. Totals student workers' time cards.
2. Runs errands for Secretary and College Librarian.
3. Acts as receptionist when needed.
4. Assists Library Secretary as needed.
5. Performs other job-related duties as assigned.

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

1. See that the workplace and environs are clean.

III. Learning Opportunities:

- A.** Develop organization skills
- B.** Develop social skills through working with the public

IV. Basic Qualifications:

- A.** General: Prompt, dependable.
- B.** Physical: Able to do some lifting

V. Desirable Qualifications:

- A.** Basic computer skills

VI. Narrative Summary:

During the course of employment, student was responsible for totaling student workers' time cards and processing those forms in the proper manner. Student acted as a receptionist when needed and assisted the Library Secretary when needed. Student also helped maintain a clean, safe environment. In addition, student performed additional job-related tasks as assigned.