

approved

STUDENT LABOR POSITION DESCRIPTION

Hutchins Library – Administrative

Most Recently Updated 06/13/00

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

I. Grade Level: 2

II. Description:

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

1. Assumes duties listed for Apprentice I.
2. Files student records.
3. Inputs supply information on computer.
4. Assists the 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 and student workers
- C.** Develop confidentiality through working with student worker personal records
- D.** Promote punctuality

IV. Basic Qualifications:

- A.** General: Dependable, accurate, follow directions easily
- B.** Skill: Thoroughness in searching techniques, typing helpful
- C.** Physical: Able to do some lifting

V. Desirable Qualifications:

- A.** Experienced 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 filed student records and inputted supply information on the computer. 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.