

approved

## **STUDENT LABOR POSITION DESCRIPTION**

### **Hutchins Library - Administrative**

Most Recently Updated 06/13/00

Position Title: Assistant  
Must work 10 hrs/wk.

**I. Grade Level: 3**

**II. Description:**

**A.** The following are the essential duties for an Assistant in the Administrative Office:

1. Assumes duties listed for Apprentice I and II.
2. Assists Library Secretary as needed with filing, computer entry of reports and correspondence, Library supplies, and special projects.
3. Assists with student payroll: totals timecards, inputs information on computer, generates departmental reports.
4. Supervises/trains student workers.
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: Able to work with minimum supervision, accept responsibility, knowledge of Administrative Office.
- B. Skill: Typing required, computer knowledge helpful
- C. Physical: Able to do some lifting

**V. Desirable Qualifications:**

- A. Advanced computer skills
- B. Office experience

**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, as well as, supervised/trained student workers. 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.