

approved

STUDENT LABOR POSITION DESCRIPTION

Labor Program Office

Most Recently Updated 08/07/02

Position Title: Student Office Assistant
Must work 10 hrs/wk.

I. Grade Level: 1-4

II. Description:

A. The following are the essential duties for a in the Department:

1. Assists the Associate Dean for Labor with maintenance of student files for Off-Campus Labor
2. Assists full time staff with typing and distribution of Labor Probation letter and other student mailings; higher grade should be able to perform mailing unassisted
3. Perform basic office errands and filing
4. Schedule and appropriately record appointments for office staff
5. Assists the Associate Dean for Labor with Labor Day preparations
6. Performs other job-related duties as assigned.
7. Assist with ROW weekends as able

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

1. Assist with confidential information, such as Labor Probation Monitoring
2. See that the workplace and environs are clean.

III. Learning Opportunities:

- A.** Will develop the attributes of the appropriate Grade level for student involvement
- B.** Will learn general office skills and procedures
- C.** Will be trained in more specific areas of the department for increase in grade level
- D.** Spread sheet, database, and word-processing programs

IV. Basic Qualifications:

- A. General:** Be dependable, responsible, friendly, work well with others. Be respectful of confidentiality
- B. Skill:** Possess good office skills in basic typing and computer programs
- C. Physical:** Maintain a respectable appearance
- D. Academic:** Remain in good standing; no probations

V. Desirable Qualifications:

- A.** Be attentive to detail
- B.** Display behavior and values consistent with Berea College
- C.** Willingness to take courses to advance job ability

VI. Narrative Summary:

Student will assist the Associate Dean for Labor with various aspects of the Berea College labor program. Tasks include diverse office duties as well as assisting with labor program related activities. Student is required to keep a certain level of confidentiality in conjunction with a mature work ethic and knowledge of office functions and the labor program as a whole.