

approved

## **STUDENT LABOR POSITION DESCRIPTION**

### **Student Payroll**

Most Recently Updated 03/10/04

Position Title: Student Payroll Assistant  
Must work 10-12 hrs/wk.

**I. Grade Level: 1-4**

**II. Description:**

**A.** The following are the essential duties for a Student Payroll Assistant in the Student Payroll office:

1. Filing.
2. Answering phones.
3. Assisting with student payroll.
4. Errands.
5. Assisting other student workers.
6. Performing other job-related duties as assigned.

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

1. Working with other office workers to solve problems.
2. Locking up office files.
3. Taking on special projects.
4. Improving processes and procedures.
5. Seeing that the workplace and environs are clean.

**III. Learning Opportunities:**

- A.** If Grade 1, develop the attributes appropriate to Grade 1 positions: learning to meet schedules and standards of performance, efficient use of time, healthy attitudes toward work and supervision, working with others, sharing responsibility, recognition of the importance of work, basic skills and information.
- B.** If Grade 2, develop the attributes appropriate to Grade 2 positions: learn to take personal responsibility; apply knowledge to a situation; self-identify skills, talents, interests and limitations; learn and develop confidence in skills or program knowledge; and appreciate work as a process as well as a product.
- C.** If Grade 3, develop the attributes appropriate to Grade 3 positions: an understanding of the importance of initiative; awareness of job-related needs; ability to identify problems; analytical ability; problem-solving ability; and an understanding of the role of standards and leaders.
- D.** If Grade 4, develop the attributes appropriate to Grade 4 positions: an understanding of relations between individuals, institutions, and processes; comprehension of job-related values, realities, and goals; a commitment to service; and the ability to articulate and interpret observations, experiences, and understanding.
- E.** Responsibility.

- F. Communication skills.
- G. Importance of being punctual and prompt.
- H. Importance of being organized.
- I. Confidentiality.
- J. Computer software and use of computer and other office equipment.
- K. Learning how to work with others effectively in a group setting.

**IV. Basic Qualifications:**

- A. General: Willingness to learn; interest in office work; ability to take criticism
- B. Skill: Computer literacy; typing skills; people skills; communication skills; knowledge of office equipment.
- C. Physical: Clean appearance; must be able to stand for periods of time and walk across campus; building is wheelchair accessible.
- D. Academic: Must maintain grades while working at least 10-12 hours.

**V. Desirable Qualifications:**

- A. Dependability
- B. Ability to work as a team.
- C. Enthusiasm; being positive about the job and its requirements.
- D. Courtesy toward others.
- E. Neatness.
- F. Good attitude.
- G. Ability to organize and stay organized.

**VI. Narrative Summary:**

Student filed and answered phones; helped with student payroll; ran errands; helped other student workers, and may have worked with others to solve problems; done closing lock-up; done special projects; and improved office procedures.