

**STUDENT LABOR POSITION DESCRIPTION****Student Payroll**

Most Recently Updated 03/10/04

Position Title: Student Payroll Clerk  
Must work 10 hrs/wk.

**I. Grade Level: 1****II. Description:**

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

1. Answer phones.
2. Filing.
3. Run errands.
4. Special projects.
5. Assist other student workers.
6. Perform other job-related duties as assigned.

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

1. Keep office organized.
2. Locking office files.
3. General computer work.
4. Improve office processes.
5. See that the workstation and environs are clean.

**III. Learning Opportunities:**

A. 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. Computer software.

C. Filing.

D. Organization.

E. Confidentiality.

F. Proper office dress.

G. Responsibility.

**IV. Basic Qualifications:**

A. General: Willingness to learn, and quick to learn.

B. Skill: Computer literacy; communications skills; typing skills; people skills; knowledge of office equipment.

C. Physical: Ability to walk distances, stand for periods of time; building is wheelchair accessible; clean professional look.

D. Academic: Ability to work hours specified while keeping up with classes.

**V. Desirable Qualifications:**

- A.** Dependability.
- B.** Ability to work as a team.
- C.** Courtesy.
- D.** Positive attitude.
- E.** Neatness and good organization.

**VI. Narrative Summary:**

Student answered phones; did filing; ran errands; helped other workers; worked on special projects, and may have helped keep office organized; done closing lock-up; done general computer work; and helped improve office processes.