

approved

STUDENT LABOR POSITION DESCRIPTION

Student Payroll

Most Recently Updated 03/10/04

Position Title: Student Payroll Manager
Must work 15 hrs/wk.

I. Grade Level: 5-6

II. Description:

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

- A.** Train new student employees.
- B.** Supervise student workers.
- C.** Process student payroll.
- D.** Work closely with the College community and faculty to solve problems.
- E.** Answer questions from faculty and students concerning student payroll.
- F.** Perform other job-related duties as assigned.

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

- 1.** Filing.
- 2.** Answering phones.
- 3.** General computer work.
- 4.** Locking up at closing.
- 5.** Running errands.
- 6.** See that the workplace and environs are clean.

III. Learning Opportunities:

- A.** If Grade 5, develop the attributes appropriate to Grade 5 positions: an understanding of departmental management; taking responsibility for the effectiveness of others; an awareness of departmental and institutional relationships; teaching and instruction techniques; communication and interpersonal skills; and evaluation of workers and procedures.
- B.** If Grade 6, develop the attributes appropriate to Grade 6 positions: an understanding of leadership in community context; development of responsible autonomy; ability to transmit values and interpretations to others; confidence of self-knowledge and value commitments; living the values of Berea's commitments.
- C.** Responsibility.
- D.** Computer software.
- E.** Supervision.
- F.** Punctuality.
- G.** How to run a payroll and get it finished on time.
- H.** To work in a group and effectively accomplish a task.
- I.** Communication skills, organization.

IV. Basic Qualifications:

- A. General: Enjoyment of office work; willingness to learn; enjoyment of working with others; ability to supervise others' work.
- B. Skill: Computer literacy; good people skills; knowledge of adding machines, copiers, and computer software.
- C. Physical: Ability to walk across campus, stand on one's feet for long periods, and move easily around the office (building is wheelchair accessible); professional, clean-cut look.
- D. Academic: Adequate academics to work fifteen hours a week while keeping grades up.

V. Desirable Qualifications:

- A. Dependability.
- B. Ability to work as a team.
- C. Good attitude.
- D. Courtesy toward faculty, students, and student workers.
- E. Ability to work longer hours and train and supervise other student workers.

VI. Narrative Summary:

Student trained new student employees, supervised student workers; processed student payroll; worked to solve problems with College community and faculty; answered questions concerning payroll, and may have filed; answered phones; done general computer work; done closing lock-up, and run errands.