

## STUDENT LABOR POSITION DESCRIPTION

### **Labor Program Office**

Most Recently Updated 08/07/02

Position Title: Student Receptionist/ Project 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. Assist full time staff with project requirements, such as workshops and job description upkeep
2. Answer the phone and take clear, precise messages
3. Run errands as necessary
4. Set up meetings or reserve rooms as necessary
5. Schedule and appropriately record appointments for office staff
6. Assist with Labor Day and ROW weekends as needed
7. Performs other job-related duties as assigned.

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

1. Working with outside consulting firms to set up workshops and make necessary arrangements
2. See that the workplace and environs are clean.

**III. Learning Opportunities:**

- A. Will develop the attributes appropriate grade level for student involvement
- B. Will learn general office procedures and skills
- C. Will be trained in more specific areas of the Department to lead to increase in Grade level
- D. Spreadsheet, database and word-processing programs
- E.
- F.

**IV. Basic Qualifications:**

- A. General: Be dependable, responsible, friendly, cooperative, and able to work with others. Be punctual, motivated, and respectful of confidentiality
- B. Skill: Possess good communication skills and at least basic office program knowledge
- C. Physical: Maintain a respectable appearance
- D. Academic: Remain in good standing; no probations

**V. Desirable Qualifications:**

- A. Willingness to take courses to advance job abilities

**B.**

**C.**

**VI. Narrative Summary:**

Student will maintain the qualities needed for a generally wellrun office. In conjunction with office duties, student will help to successfully execute larger projects throughout the school year. 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 v