

approved

STUDENT LABOR POSITION DESCRIPTION

Labor & Student Life

Most Recently Updated 06/13/00

Position Title: Student Labor Probation Support Staff
Must work 10 hrs/wk.

I. Grade Level: 2-4

II. Description:

A. The following are the essential duties for a Labor Probation Support Staff in the Department of Labor and Student Life:

1. Assists the Associate Dean for Labor with Labor Probation functions including:
 - a. Collecting necessary information.
 - b. Typing and distributing Labor Probation letters.
 - c. Maintaining Labor Probation database.
 - d. Monitoring Short/Overage Reports and records.
 - e. Monitoring off-campus records.
 - f. Monitoring absence reports and sending necessary letters.
2. Answer the telephone & take complete and accurate messages.
3. Prepare and deliver outgoing mail; collect, sort, and distribute incoming mail.
4. Greet visitors.
5. Schedule and appropriately record appointments for all office staff.
6. Set up meetings as necessary; reserve rooms when needed.
7. Actively participate in orientation of new students.
8. Perform general office housekeeping tasks as needed.
9. Perform other job-related duties as assigned.

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

1. At any given time, one student worker in the Labor and Student Life Department must be able to transport disabled students. This will require having taken or taking the Defensive Driving course.

III. Learning Opportunities:

- A.** If Grade 2, will 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.
- B.** If Grade 3, will 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.
- C.** If Grade 4, will 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.
- D.** Dependability, excellent communications skills and the procedures ensuring confidentiality of student records.
- E.** How to set, plan and organize meetings.

- F. Comprehending and following through on a detailed process from beginning to end.
- G. Using Berea College's Banner computer mainframe system.

IV. Basic Qualifications:

- A. General: Be dependable, responsible, pleasant, friendly, cooperative, and able to work with others. Be punctual, a self-starter and well organized. Be respectful of confidentiality.
- B. Skill: Possess good office skills in basic typing, filing, spreadsheet, database and word-processing computer applications.
- C. Physical: Be in good health and be able to be depended on for labor hours. Be able to lift and carry up to 20-25 pounds.
- D. Academic: Remain in good standing; no probations.

V. Desirable Qualifications:

- A. Be attentive to detail.
- B. Display behavior and values consistent with the commitments of Berea College.
- C. Have taken or be willing to take the Defensive Driving course.

VI. Narrative Summary:

Student collected information relative to fellow students on probation for violations of labor agreements, maintaining confidentiality, as well as typed letters to such students. Student maintained a variety of administrative records on computer related to labor probations. Student also supported senior staff through office work of telephone answering, appointment scheduling, mail collecting, sorting and delivering, greeted visitors, and performed general office cleaning as needed. Student assisted with the orientation of new students.