

approved

## **STUDENT LABOR POSITION DESCRIPTION**

### **Labor & Student Life**

Most Recently Updated 06/13/00

Position Title: Student Office Manager or Trainee  
Must work 15 hrs/wk.

**I. Grade Level:** 3-4 under limited supervision as Trainee, 5 under limited supervision as Manager

**II. Description:**

**A.** The following are the essential duties for a Student Office Manager or Trainee in the Department of Labor and Student Life:

1. Supervise other students, assign work and follow up to see that all work assigned is completed satisfactorily.
2. Anticipate upcoming work and plan accordingly.
3. Assist in preparation of and oversee the work schedules, CPO/errands schedules, etc. for student staff.
4. Oversee student office staff payroll, both collecting time cards and preparing and submitting pay action sheet.
5. Help maintain and monitor appointment books for all office staff.
6. Assist with vehicle approval processing.
7. Actively participate in orientation of new students in department.
8. Assume many duties of the Executive Secretary during her absence.
9. Perform general office housekeeping tasks as needed.
10. 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 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.
- B.** 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.
- C.** If Grade 5, will 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.
- D.** An understanding of the processes of confidentiality.
- E.** How to supervise other student workers in a democratic management style.
- F.** Improved people skills.
- G.** Time management.

**IV. Basic Qualifications:**

- A.** General: Be dependable, responsible, pleasant, friendly, cooperative, and able to work with others. Possess good social skills and be able to deal with a wide variety of people. Be punctual, a self-starter and well organized. Be respectful of confidentiality. NOTE: Because this is a leadership role with responsibility for a number of functions with strict deadlines, the Student Office Manager may occasionally need to work beyond the fifteen hours scheduled in a given week.
- B.** Skill: Possess good office skills in basic typing, filing, spreadsheet, database and word-processing computer applications; knowledge of general office procedures; have excellent reading and writing skills.
- 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.** Have taken or be willing to take the Defensive Driving course.
- B.** Be attentive to detail.
- C.** Be capable of working independently and assuming responsibility.
- D.** Be assertive as situations make necessary, but also know limits of delegated authority.
- E.** Be able to exercise good judgement.
- F.** Be able to serve as liaison between students and staff.
- G.** Be able to work a full 15 hours/week.
- H.** Be willing to volunteer for job-related activities.
- I.** Possess thorough knowledge of functions and policies related to the Student Handbook, and other policies as needed.
- J.** Display behavior and values consistent with the commitments of Berea College.

**VI. Narrative Summary:**

Student performed office management as well as secretarial tasks including word-processing; database management; sorting, collecting, and distributing mail; meeting and appointment planning. Student also supervised other student workers, ensuring their work was completed satisfactorily and scheduling their work. Student oriented new students, helped with vehicle-related approvals, and oversight of student payroll, including collecting timesheets and preparing and submitting pay sheets.