

approved

STUDENT LABOR POSITION DESCRIPTION

Labor & Student Life

Most Recently Updated 06/13/00

Position Title: Student Receptionist
Must work at least 10 hrs/wk.

I. Grade Level: 1

II. Description:

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

1. Answer the telephone & take complete and accurate messages.
2. Prepare and deliver outgoing mail; collect, sort, and distribute incoming mail.
3. Run errands as necessary.
4. Greet visitors.
5. Schedule and appropriately record appointments for all office staff.
6. Make copies and order/pick up duplicated or printed material.
7. Set up meetings as necessary; reserve rooms when needed.
8. Type correspondence, memorandums, letters, and reports as requested.
9. Actively participate in orientation of new students.
10. Perform general office housekeeping as needed.
11. 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.** Will 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.** General office procedures and skills.
- C.** Will be trained to do more specific work in one or more of the areas the Department is responsible for: student life, Labor Day, student withdrawals, labor probation, leading to an increase in pay and grade.
- D.** Spreadsheet, database and word-processing computer programs.

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. Have taken or be willing to take the Defensive Driving course.

VI. Narrative Summary:

Student performed secretarial tasks such as telephone answering, sorting, distributing and collecting mail, running errands, greeting visitors, scheduling meetings and appointments, making copies, word-processing correspondence, memorandums, letters and reports, and general office housekeeping. Student also participated in orienting new students.