

approved

## **STUDENT LABOR POSITION DESCRIPTION**

### **Labor & Student Life**

Most Recently Updated 06/13/00

Position Title: Student Secretary  
Must work 10 hrs/wk.

**I. Grade Level: 2-3**

**II. Description:**

**A.** The following are the essential duties for a Secretary in the Labor Department:

1. Answer the telephone & take complete and accurate messages.
2. Prepare and deliver outgoing mail; collect, sort, and distribute incoming mail.
3. Greet visitors.
4. Schedule and appropriately record appointments for all office staff.
5. Set up meetings as necessary; reserve rooms when needed.
6. Type correspondence, memorandums, letters, and reports as requested.
7. Actively participate in orientation of new students.
8. Coordinate Labor Day, including: collecting information/types of brochures; organizing and preparing student awards; assisting with organization of banquet, convocation, and outdoor activities.
9. Assist in oversight of Clubs/Organizations Fund Raising Reports; maintain Fund Raising Reports database.
10. Maintain Vending Commission database.
11. Perform general office housekeeping as needed.
12. Performs 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, 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, 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.** Organizing complex Labor Day programs.
- D.** Managing fundraising reporting.
- E.** Improve general office skills.
- F.** Improve spreadsheet, database and word-processing skills.

**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.

**IV. Basic Qualifications (cont.):**

- 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. Display behavior and values consistent with the commitments of Berea College.

**VI. Narrative Summary:**

In addition to performing secretarial tasks such as telephone answering, sorting, distributing and collecting mail, greeting visitors, scheduling meetings and appointments, word-processing and office housekeeping. Student also helped to organize a series of public events surrounding the College's Labor Day celebrations, including a convocation, outdoor service activities, and awards ceremonies and related brochure-design competitions. In addition, student managed reporting for several campus club fundraising endeavors, maintained a variety of databases, and participated in orienting new students.