

approved

STUDENT LABOR POSITION DESCRIPTION

Labor & Student Life

Most Recently Updated 06/13/00

Position Title: Student Withdrawals Support
Must work a minimum of 10 hrs/wk.

I. Grade Level: 3-4

II. Description:

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

1. Receive and process daily student withdrawals information, including Leaves of Absence:
 - a. Maintain Student Rolodex File.
 - b. Enter withdrawal information on monthly reports.
2. Complete withdrawal reports as requested.
3. Prepare statistical reports.
4. Prepare enrollment reports.
5. Collect and appropriately share information on students suspected to be non-functioning:
 - a. Schedule appointments for non-functioning students with the Assistant to the Vice President.
 - b. Notify non-functioning students of appointments.
 - c. Monitor compliance with conditions of continued enrollment by students who have been counseled for failing to function and report results to the Assistant to the Vice President.
6. Answer the telephone & take complete and accurate messages.
7. Prepare and deliver outgoing mail; collect, sort, and distribute incoming mail.
8. Run errands as necessary.
9. Greet visitors.
10. Schedule and appropriately record appointments for all office staff.
11. Make copies and order/pick up duplicated or printed material.
12. Set up meetings as necessary; reserve rooms when needed.
13. Type correspondence, memorandums, letters, and reports as requested.
14. Actively participate in orientation of new students.
15. Perform general office housekeeping as needed.
16. 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.

III. Learning Opportunities (cont.):

- C. Data collection and how to produce statistical reports, including spreadsheets and a word-processed narrative.
- D. Use of Berea College's Banner mainframe computer system.
- E. Dependability, excellent communications skills and the procedures ensuring confidentiality of student records.
- F. How to set, plan and organize meetings.
- G. Comprehending and following through on a detailed process from beginning to end.

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.
- B. Be attentive to detail.
- C. Display behavior and values consistent with the commitments of Berea College.

VI. Narrative Summary:

Student processed data related to student withdrawals for the College using database management program, maintained student rolodex files, prepared statistical and narrative reports, collected confidential information regarding students, respecting their confidentiality, and shared it appropriately with staff. Student also performed secretarial responsibilities such as telephone answering; sorting, collecting, and distributing mail; scheduling meetings and appointments, word-processing, greeting visitors, running errands, office housekeeping, and photocopying. Student also participated in orienting new students.