

STUDENT LABOR POSITION DESCRIPTION

Department: MACED (Mountain Association for Community Economic Development)
Position Title: Office Assistant

I. Grade Level: 1-4

II. Description:

- a. The following are the essential duties for an office assistant at MACED:
 - i. Perform receptionist duties in rotation with other staff, including answering multiple –line phones, greeting guests, making coffee, etc.
 - ii. Work in a professional manner with student and non-student team members, both inside and outside MACED.
 - iii. Sort recyclables and make runs to the recycling center.
 - iv. Maintain knowledge of assigned equipment technology.
 - v. File and shred of documents, create signs, typing, and errands.
 - vi. Perform other job-related duties as assigned.
- b. The following are *possible additional* duties for this position:
 - i. Lifting and other physical work.
 - ii. Special projects.

III. Learning Opportunities:

- a. General office procedures
- b. Timelines
- c. Teamwork
- d. Experience with office software
- e. Customer service skills
- f. If Grade 1, develop the attributes appropriate to Grade 1 positions: an understanding of the importance of meeting schedules; sharing responsibility; recognition of importance of work; learning basic skills and information; and understanding the efficient use of time.
- g. If Grade 2, develop the attributes appropriate to Grade 2 positions: an understanding of the importance of taking personal responsibility; learning and developing confidence in skills or program knowledge; appreciation of work as a process as well as in terms of product; and the self-identification of skills, talents, interests, and limitations.
- h. 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.
- i. If Grade 4, 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.

IV. Basic Qualifications:

- a. General: Dependability, willingness to learn, pleasant attitude, ability to work in shared environment and to perform with less than direct supervision.
- b. Skill: Able to complete routine work, general office and computer

- knowledge (Word, Excel, etc.)
- c. Physical: Eyesight sufficient to use computers.
- d. Academic: None

V. Desirable Qualifications:

- a. Initiative
- b. Attention to detail
- c. Ability to work well with others
- d. Willingness to learn
- e. Teamwork

VI. Narrative Summary: The MACED Office Assistant will assist in the smooth operations of the MACED office. Depending on interest and skill level, a variety of special projects may be assigned.