

approved

STUDENT LABOR POSITION DESCRIPTION

Mathematics

Most Recently Updated 03/18/99

Position Title: Student Office Assistant
Must work 0-5 or 10 hrs/wk.

I. Grade Level: 2

II. Description:

A. The following are the essential duties for an Office Assistant in the Mathematics Department:

1. Collect mail and distribute it.
2. Clean offices.
3. Perform other job-related duties as assigned.

B. The following are *possible additional* duties for this position:

1. Assist with departmental information research needs.
2. See that the workplace and environs are clean.

III. Learning Opportunities:

- A.** 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.** Learn what can be done with mathematics degree.
- C.** Responsibility for working environment.
- D.** Concern for the working environment.
- E.** Take seriously every day need to bring in mail—dependability and responsibility.

IV. Basic Qualifications:

- A.** General: Dependability, attention to detail, responsibility for job well done.
- B.** Skill: none.
- C.** Physical: none.
- D.** Academic: none.

V. Desirable Qualifications:

- A.** Information-gathering skills.

VI. Narrative Summary:

Student collected and distributed departmental mail and cleaned offices.