

STUDENT LABOR POSITION DESCRIPTION
Nursing

Most Recently Updated 03/05/99

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

I. Grade Level: 1-4

II. Description:

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

1. Assists Office Manager and assumes a degree of responsibility for maintaining office procedures.
2. Organizes file system and maintains confidentiality.
3. Types correspondence, course materials, and other information, including exams, in appropriate format and style, saving on computer disks as instructed.
4. Performs library and online searches for materials that address the need of the nursing faculty.
5. Trains and supervises other student workers as need arises.
6. Performs other job-related duties as assigned.

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

1. Prepares copies of course materials and other information as requested.
2. Requisitions supplies from the Office Manager, purchases supplies as needed from the College Bookstore and other departments on campus, maintains an inventory of supplies needed.
3. Does errands on campus as needed, including mailings; and opens and closes nursing building as need arises.
4. Assumes responsibility for time accounting and reporting for student staff.
5. Be flexible and willing to do what is requested. Be motivated and do what is required with minimal or no supervision.
6. See that the workplace and environs are clean.

III. Learning Opportunities:

- A.** Will learn or demonstrate the attributes listed on the "Outline of Berea's Labor and Learning Progressions" for this job's grade level and all levels below it as published in *the Berea College Student Labor Program Policies and Procedures Manual*.
- B.** Will develop 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.** Will develop an understanding of the relationship 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.
- D.** Will develop an ethical understanding of work.
- E.** Will be trained to follow through on complex, detailed tasks involving primary research, compiling data, reporting data.
- F.** Will learn to develop a sense of interest and participation in others.

IV. Basic Qualifications:

- A. General: Proven dependability; high degree of individual initiative to see that assigned tasks are completed on time in a neat and efficient manner.
- B. Skill: Excellent typing and general office skills.
- C. Physical: No limitations.
- D. Academic: Non-nursing major.

V. Desirable Qualifications:

- A. Demonstrates good oral and written communication skills.
- B. Self-motivated.
- C. Very dependable and trustworthy.

VI. Narrative Summary:

Student was responsible for maintaining the smooth flow of the office. Some of the duties that helped to accomplish that task were filing, typing, research, and performing any other job-related task as assigned.