

STUDENT LABOR POSITION DESCRIPTION
Nursing

Most Recently Updated 03/05/99

Position Title: Student Departmental Aide
Must work 10hrs/wk.

I. Grade Level: 1-3

II. Description:

A. The following are the essential duties for a Departmental Aide in the Nursing Department.

1. Type all correspondence, course materials, and other information, as assigned by Office Manager and/or nursing faculty.
2. Performs online searches for articles and web sites that address the needs of the nursing faculty.
3. Processes outgoing mail to be metered, go to the CPO and pick up the mail from various faculty and department boxes, distribute mail in the appropriate faculty boxes within the department.
4. Prepares copies of course materials and other information as requested.
5. Does errands on campus as needed.
6. Performs other job-related duties as assigned.

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

1. Answer telephone and record messages for the faculty and department chairperson. Answer routine questions and help caller to the extent of authority and knowledge. Refer call to appropriate person/department for answers.
2. Opens and closes nursing building as need arises.
3. Maintains front office in absence of office manager or student secretary.
4. Maintains cleanliness of various areas throughout the building.
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 ethical understanding of work.
- D.** Will be trained to follow through on detailed tasks involving primary research, compiling data, reporting data.
- E.** Will learn to develop a sense of interest and participation in others.

IV. Basic Qualifications:

- A.** General: Basic office experience.
- B.** Skill: Typing, computer and reading skills.
- C.** Physical: No limitations.
- D.** Academic: Non-nursing major.

V. Desirable Qualifications:

- A.** Professional etiquette: listening and speaking skills.
- B.** Dependability and trustworthy.
- C.** Self-motivation.

VI. Narrative Summary:

Student typed all correspondence, course materials, and other information assigned, as well as, assisted in researching items that meet the needs of the nursing faculty. In addition, the student helped maintain the smooth flow of the office by running errands, processing mail, preparing copies, and performing other job-related tasks as assigned.