

approved

**STUDENT LABOR POSITION DESCRIPTION**  
**People Services**  
**(the office formerly known as Human Resources)**

Most Recently Updated 03/31/99

Position Title: People Services Student Associate (Office Clerk)  
Must work 10 hrs/wk.

**I. Grade Level: 2**

**II. Description:**

A. The following are the essential duties for a Student Associate in People Services:

1. Maintains confidential files and records
2. General office duties such as secretarial duties, receptionist, errands and receiving applications.
3. Routine mailings.
4. Communicate with staff and departments.
5. Performs other job-related duties as assigned.

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

1. May be assigned special projects on occasion as time allows.
2. Understanding of policies and procedures for dealing with incoming questions that may arise.
3. Able to deal effectively with public.
4. See that the workplace and environs are clean.

**III. Learning Opportunities:**

- A. Valuable office experience.
- B. Added ability to deal with public effectively.
- C. Gain better understanding of career choices.
- D. Excellent opportunity for a student interested in Human Resources Management/ training and development as a career field.

**IV. Basic Qualifications:**

- A. General: Mature and dependable
- B. Skill: Ability to operate office machines
- C. Physical: Personal appearance and hygiene important
- D. Academic: General business courses and some office experience preferred

**V. Desirable Qualifications:**

- A. Detail oriented and possess the ability to maintain confidentiality
- B. Dependable, mature and good judgement
- C. Ability to communicate effectively
- D. Willing to become an asset to the office and be a self-starter

**VI. Narrative Summary:**

A People Services Student Associate (Clerk/ Typist) must be one who exercises discretion in dealing with confidential matters. One who is self motivated, mature, and has the ability to work independently. A flexible schedule can be accommodated during any normal business hours, if desired.