

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 (Payroll Clerk)
Must work 10 hrs/wk.

I. Grade Level: 2

II. Description:

A. The following are the essential duties for a People Services Student Associate (Payroll Clerk):

1. Maintains confidential payroll records and enters payroll data.
2. Routine mailing of time sheets and paychecks.
3. Communicate with staff and departments.
4. 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 payroll policies and procedures for dealing with incoming questions that may arise.
3. Able to deal effectively with the 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 payroll functions.
- 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, basic abilities in math.
- 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 (Payroll Clerk) 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.