

approved

## **STUDENT LABOR POSITION DESCRIPTION**

### **Political Science**

Most Recently Updated 03/05/99

Position Title: Student Office Manager  
Must work 10 hrs/wk.

**I. Grade Level: 4**

**II. Description:**

**A.** The following are the essential duties for a Student Office Manager (Same as "Departmental Aide"):

1. Handle payroll; see that all staff time cards are properly filled out, fill out pay action sheet
2. Submit to labor supervisor and turn in, give time cards to supervisor. Schedule work hours in consultation with other staff, with special attention to consistent staffing of the desk.
3. Maintain inventory of office and teaching supplies.
4. Pass on departmental communications to staff, try to foresee and prevent problems in operation of the office, report matters needing attention to labor supervisor and/or department chair.

**B.** The following are *additional* duties for a Student Office Manager:  
None beyond those described as essential above.

**III. Learning Opportunities:**

Same as "Departmental Aide," and additionally:

- A.** Develop abilities to work with other students in a position of responsibility and some authority.
- B.** Become familiar with and skilled at working with labor supervisor to avoid and solve labor problems.

**IV. Basic Qualifications:**

Same as "Departmental Aide," and additionally:

- A.** General: Demonstrate an unusually high level of maturity and responsibility.

**V. Desirable Qualifications:**

Same as "Departmental Aide"

**VI. Narrative Summary:**

Student was responsible for the payroll process, from collecting the timecards to turning in the hours to the labor supervisor. Student also scheduled the student staff's work hours and maintained the proper level of office supplies. In addition, student performed other tasks as assigned.