

approved

**STUDENT LABOR POSITION DESCRIPTION**

**Psychology**

Most Recently Updated 04/28/99

Position Title: Student Office Assistant to Dr. Scudder-Davis  
Must work 10 hrs/wk.

**I. Grade Level: 2-4**

**II. Description:**

A. The following are the essential duties for an Office Assistant to Dr. Scudder-Davis in the Psychology Department:

1. Typing and word processing.
2. Organizing files and maintaining filing system.
3. Maintaining spreadsheets.
4. Proctoring examinations.
5. Perform other job-related duties as assigned.

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

1. See that the workplace and environs are clean.

**III. Learning Opportunities:**

- A. If Grade 2, develop the attributes appropriate to Grade 2 positions: learn to take personal responsibility; apply knowledge to a situation; self-identify skills, talents, interests and limitations; learn and develop confidence in skills or program knowledge; and appreciate work as a process as well as a product.
- B. If Grade 3, develop the attributes appropriate to Grade 3 positions: 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. If Grade 4, develop the attributes appropriate to Grade 4 positions: an understanding of relations 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.

**IV. Basic Qualifications:**

- A. General: Poise and maturity.
- B. Skill: typing, word processing, spreadsheet and solid filing skills.
- C. Physical: none.
- D. Academic: none.

**V. Desirable Qualifications:**

- A. Psychology major.

**B.** Good academic standing.

**VI. Narrative Summary:**

Student word processed documents and was responsible for the maintenance of an efficient filing system. Student also updated spreadsheets and proctored examinations, in addition to performing other tasks as assigned.