

approved

STUDENT LABOR POSITION DESCRIPTION

Psychology

Most Recently Updated 04/28/99

Position Title: Student Office Assistant to Psychology Department Chair
Must work 10 hrs/wk.

I. Grade Level: 2-4

II. Description:

A. The following are the essential duties for an Office Assistant in the Psychology Department:

1. Help with correspondence.
2. Typing.
3. Library research for courses taught by professor assisting.
4. Making and receiving phone calls.
5. If department is hiring, corresponding with applicants.
6. Perform other job-related duties as assigned.

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

1. If student able to maintain confidentiality and familiar with processes for doing so, collect grades, average them and record them on spreadsheets.
2. If student able to maintain confidentiality and familiar with processes for doing so, print out letters of recommendation for psychology students.
3. See that the workplace and environs are clean.
4. Administer tests, show films, collect written assignments from students in event of professor absence from class.
5. Help to build up the departmental office manual.

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.
- D.** Become familiar with word processing and spread sheets.

- E. Improve understanding of running an office and of office etiquette (appropriateness with different visitors, sensitivity, ability to respond to questions by phone and in person, phone manner).
- F. Processes ensuring confidentiality.

IV. Basic Qualifications:

- A. General: Poise and maturity.
- B. Skill: none.
- C. Physical: none.
- D. Academic: none.

V. Desirable Qualifications:

- A. Computer expertise with word processing and spreadsheets.
- B. Psychology major.
- C. Good academic standing.

VI. Narrative Summary:

Student helped with correspondence, did typing, performed library research, made and received departmental phone calls, and may have corresponded with applicants if department was hiring, averaged and recorded grades on spreadsheet, led classroom activities in occasional professor absence, and helped develop office manual.