

approved

STUDENT LABOR POSITION DESCRIPTION

Seabury Center

Most Recently Updated 04/14/99

Position Title: Office Staff Worker, Seabury Office
Must work 10 or 12 hrs/wk.

I. Grade Level: 1-3

II. Description:

A. The following are essential duties for this position:

1. Membership registration.
2. Locker distribution.
3. Personal Fit program.
4. Janitorial duties in office.
5. Mail /errand runs.
6. Scheduling various activities; monthly and weekly schedules.
7. Answering the phone and questions with correct information.
8. Perform other job-related duties as assigned.

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

- A. Work basketball games and other events.
- B. Give occasional tours of Seabury Center.
- C. See that the workplace and environs are clean.

III. Learning Opportunities:

- A. If grade 1, develop the attributes appropriate to Grade 1 positions: learning to meet schedules and standards of performance, efficient use of time, healthy attitudes toward work and supervision, working with others, sharing responsibility, recognition of the importance of work, basic skills and information.
- B. 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.
- C. 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.
- D. Computer skills.
- E. Book-keeping skills.
- F. Public relations.
- G. Accounting skills.
- H. Answering the phone efficiently.

- I. Organizational skills.
- J. Responsibility and punctuality.

IV. Basic Qualifications:

- A. General: organization, writing and verbal skills.
- B. Skill: word processing.
- C. Physical: walking;, light custodial work.
- D. Academic: passing grades; working knowledge of Word and Excel.

V. Desirable Qualifications:

- A. Pleasant personality.
- B. Self-initiating.
- C. Honest.

VI. Narrative Summary:

Student registered members, distributed lockers, ran the personal fitness program, performed janitorial duties in office, ran errands and picked up mail, and scheduled weekly and monthly activities. Student may also have staffed sports events, and gave occasional tours of facility.