

approved

STUDENT LABOR POSITION DESCRIPTION

Seabury Center

Most Recently Updated 04/14/99

Position Title: Student Assistant Director, Office and Payroll, Seabury Center
Must work 15 hrs/wk.

I. Grade Level: 5

II. Description:

A. The following are essential duties for the Student Assistant Director of Office and Payroll for the Seabury Center.

1. Supervise office staff.
2. Make up work schedule.
3. Train office staff.
4. Monitor work performance.
5. Keep payroll records and submit weekly payroll to labor office.
6. Lead portions of labor meetings.
7. Participate in staff meetings.
8. Perform other job-related duties as assigned.

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

- A. Fill gaps due to missed labor assignments.
- B. Manage events as required.
- C. Assist in disciplinary matters.
- D. Handle labor status forms.
- E. See that the workplace and environs are clean.

III. Learning Opportunities:

A. Develop the attributes appropriate to Grade 5 positions: an understanding of departmental management; taking responsibility for the effectiveness of others; an awareness of departmental and institutional relationships; teaching and instruction techniques; communication and interpersonal skills; and evaluation of workers and procedures.

- B.** Payroll system.
- C.** Record keeping and organization skills.
- D.** Time management skills.
- E.** Work with computer programs.
- F.** Event planning and management.

IV. Basic Qualifications:

- A.** General: good written and oral communications skills; organization skills.

- B. Skill: knowledge of computer programs.
- C. Physical: able to perform physical labor.
- D. Academic: passing grades.

V. Desirable Qualifications:

- A. Good human relations skills.
- B. Listens well.

VI. Narrative Summary:

Student supervised and scheduled office staff, monitored staff performance, maintained and submitted payroll, and participated in and led portions of staff meetings. Student may also have filled in for other staff as needed, managed events, assisted in disciplinary matters, and maintained labor status forms.