

STUDENT LABOR POSITION DESCRIPTION

Special Programs

Most Recently Updated 03/31/99

Position Title: Public School Liaison
Must work 10 hrs/wk. May work 15 hrs/wk.

I. Grade Level: 3-4

II. Description:

A. The following are the essential duties for a Public School Liaison in Special Programs:

1. Communicate with teachers that wish to bring elementary and middle school students to visit Berea's Campus.
2. Contact other college departments to arrange for the school groups to visit.
3. Prepare an Itinerary for the visiting group and mail with a packet of Berea information to the group prior to their arrival on campus.
4. Serve as a host to the groups while they are on campus, including giving campus tours to the groups.
5. Update the Berea College Resource Guide and distribute to the area schools

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

1. Perform routine office duties including filing, answering the phone, copying, and office clean-up.
2. Pick up and return Elderhostelers to the Lexington Airport.
3. Transport Elderhostelers, via college van, around Berea during the program week.
4. Take requests from public school teachers for Berea College student and /or student groups to visit their classrooms and schedule the visits.
5. Perform any other duties as required.

III. Learning Opportunities:

- A.** Learn to organize tier time and priorities.
- B.** Learn important relationship between Berea College and surrounding community as well as community at large.
- C.** Develop the ability to communicate well with public, both on the phone and in person.
- D.** Sharpen phone and basic computer skills.
- E.** See projects through from beginning to end.
- F.** Learn to be a work team participant.

IV. Basic Qualifications:

- A.** General: Punctual, dependable, responsible, well-organized, pleasant attitude, ability to work effective with diverse groups of people.
- B.** Skill: Defensive driving, ability to work with limited supervision; excellent phone and interpersonal skills; excellent communication and public speaking skills.
- C.** Physical: Ability to drive a college van; ability to lead walking tours of campus.

- V. Desirable Qualifications:**
 - A.** Ability to use Microsoft Word, Excel, and Filemaker Pro.
 - B.** Familiarity with the history of Berea College and Berea's mission.

- VI. Narrative Summary:**