

approved

STUDENT LABOR POSITION DESCRIPTION

Special Programs

Most Recently Updated 03/31/99

Position Title: Student Clerk
Must work 10 hrs/wk.

I. Grade Level: 2-3

II. Description:

A. The following are the essential duties for a Student Clerk in Special Programs:

1. Telephone work: gives information about courses, enrollment, makes calls for director.
2. Answers requests for materials, writes some letters.
3. Types letters, course descriptions, schedules, and other materials as necessary.
4. Works with Filemaker Pro and Beginning Excel.
5. Performs other job-related duties as assigned or needed.

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

1. Works occasionally in the evenings with course registration or Elderhostel events.
2. May be asked to order supplies.

III. Learning Opportunities:

- A. Learn to organize time.
- 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.

IV. Basic Qualifications:

- A. General: Punctual, accurate, pleasant to visitors to the office, responsible, respects confidentiality.
- B. Skill: Typing and computer skills.
- C. Physical: No limitations.

V. Desirable Qualifications:

- A. Able to work on one's own – self-starter, but knows the limits of delegated authority.
- B. Familiar with Microsoft Word and Filemaker Pro.

VI. Narrative Summary: