

approved

STUDENT LABOR POSITION DESCRIPTION

Special Programs

Most Recently Updated 03/31/99

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

I. Grade Level: 1-2

II. Description:

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

1. Answers phone and takes complete and accurate messages.
2. Is responsible for incoming and outgoing mail.
3. Prepares packets of materials for Special Programs' events.
4. Accesses copy machine, fax machine, computer software programs as needed.
5. Performs regular office cleaning duties.
6. Runs office errands as needed.
7. Performs other job-related duties assigned.

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

1. Work occasionally in the evenings with course registration or Elderhostel events.
2. May be trained to give campus tours.

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, responsible, accurate, pleasant attitude.
- 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 FilemakerPro.

VI. Narrative Summary: