

approved

## **STUDENT LABOR POSITION DESCRIPTION**

### **Special Programs**

Most Recently Updated 03/31/99

Position Title: Summer Office Assistant  
Must work 40 hrs/wk.

**I. Grade Level:** Labor Only

**II. Description:**

**A.** The Summer Office Assistant performs the following duties:

1. Meets with off-campus groups when they arrive on campus to ensure that they have everything they need for a successful meeting/stay on campus – this includes checking people into the dormitories - and follow through afterwards to ensure that keys are returned to Student Life, clean up is adequate, and group is billed for services.
2. Registers participants for Community Education programs, makes fliers.
3. Prepares Elderhostel mailing packets and arrival packets.
4. Picks up and returns Elderhostelers to the Lexington Airport.
5. Transports Elderhostelers, via College vehicles, for tours during the program week.
6. Is available to introduce guest speakers at Elderhostel events in the evenings and/or to accompany group on daytime walking tours during the program week.
7. Performs routine office duties including typing, filing, answering the phone, copying and office clean up.
8. Performs other duties as required.

**III. Learning Opportunities:**

**IV. Basic Qualifications:**

- A. General: Dependable, responsible, well-organized, ability to work effectively with a diverse group of people.
- B. Skills: Defensive Driving; ability to work with limited supervision – a self-starter; excellent phone and interpersonal communication skills.
- C. Physical: Ability to access buildings and areas that are not handicap accessible; ability to drive a college van; ability to accompany walking tours.
- D. Academic: None

**V. Desirable Qualifications:**

- A. Ability to use Microsoft Word, Excel, and Filemaker Pro.
- B. Public speaking skills.

**VI. Narrative Summary:**

This student employee must be able to work effectively at times with limited supervision. During the summer, the Office of Special Programs is staffed by three full time and two part time persons. The two part time persons will be the ones that this student will work most closely with and the three full time persons are frequently out of the office at meetings and off-campus events.

This student must also have an excellent customer service attitude since they will often be dealing with visitors to the campus.