

STUDENT LABOR POSITION DESCRIPTION

Residential Life Collegium/Orientation Team

Most Recently Updated 03/05/99

Position Title: Orientation Website Maintainer
Must work 0-5 hrs/wk.

I. Grade Level: 4

II. Description:

A. The following are the essential duties for the Orientation Website Maintainer:

1. Develop and reformat Orientation website
2. Periodically revise and update the site
3. Train other executive council members on how to update the site
4. Perform other job-related duties as assigned

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

No additional duties are required

III. Learning Opportunities:

- A. Will learn to demonstrate the attributes listed on the "Outline of Berea's Labor and Learning Progressions" for this job's grade level and all levels below it as published in *The Berea College Student Labor Program Policies and Procedures Manual*.
- B. Gain website development experience.
- C. Develop teaching and training skills
- D. Improve communication skills

IV. Basic Qualifications

- A. Member of Executive Council (Team) or General member of Orientation Team
- B. Skill: Computer and website development skills.
- C. Physical: N/A
- D. Academic: N/A

V. Desirable Qualifications:

- A. Same as basic qualifications

VI. Narrative Summary:

The person in this position was responsible for developing and reformatting the Orientation website. Duties included periodically revising and updating the site, training other executive council members on how to update the site, and communicating with interested parties.