

STUDENT LABOR POSITION DESCRIPTION

Educational Talent Search

Most Recently Updated 02/23/99

Position Title: Student Administrative Assistant
Must work 10 hrs/wk.

I. Grade Level: 3/4

II. Description:

A. The following are the essential duties for an Administrative Assistant in the Trio Program—Educational Talent Search:

1. General clerical and filing.
2. Doing volume mailings.
3. Help to maintain database.
4. Janitorial.
5. Prepare and secure educational and recreational supplies for academic year activities.
6. Research to respond to requests from high school students served for college, career, and financial aid information.
7. Initiate own work; notice work that needs to be done and doing it without being asked to.
8. Produce student newsletters for high school and middle school students in the program.
9. Perform other job-related duties as assigned.

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

1. Train and supervise Office Worker Grade 1 position student worker(s).
2. See that the workplace and environs are clean.

III. Learning Opportunities:

- A.** If Grade 3, develop the attributes appropriate to Grade 3 positions: an understanding of the importance of initiative; awareness of job-related needs; ability to identify problems; analytical ability; problem-solving ability; and an understanding of the role of standards and leaders.
- B.** If Grade 4, develop the attributes appropriate to Grade 4 positions: an understanding of relations between individuals, institutions, and processes; comprehension of job-related values, realities, and goals; a commitment to service; and the ability to articulate and interpret observations, experiences, and understanding.
- C.** Learn to produce newsletters using Word computer software program.
- D.** Learn to use Internet-based search program (College Edge) for research purposes.
- E.** Use Internet to find sources for newsletter.
- F.** Possibility of learning to help design lesson plans.

IV. Basic Qualifications:

- A. General: none.
- B. Skill: Library research skills.

IV. Basic Qualifications (cont.):

- C. Physical: Must be able to lift volume mailings of 25 pounds and carry them on-campus.
- D. Academic: sophomore and above class standing.

V. Desirable Qualifications:

- A. Familiarity with Internet, especially for research purposes.
- B. Computer skills, especially Word, and FileMaker Pro.
- C. Leadership skills.

V. Narrative Summary:

Student performed general office and clerical work, including producing and mailing volume mailings, and scheduled use of educational and recreational supplies. Student used computer database management program, Word software program to produce monthly newsletter. Student responded to a variety of research requests for information on colleges, financial aid, and careers using the library and the Internet. Student exercised leadership, initiative in scheduling own work.