

STUDENT LABOR POSITION DESCRIPTION

Educational Talent Search

Most Recently Updated 02/23/99

Position Title: Student Administrative Assistant
and Camp Counselor—Summer/Labor Only
Must work 40 hrs/wk.

I. Grade Level: Labor-Only

II. Description:

A. The following are the essential duties for an Administrative Assistant and Camp Counselor in the Trio Program-Educational Talent Search:

For 6 weeks,

1. Assist ETS staff in the implementation of summer camps. Participate in all camp activities with ETS students. Encourage students to participate. Develop and lead activities as needed.
2. Maintain discipline during activities on and off campus and in the dormitories.
3. Assist head resident in supervising high school-aged camp counselors. Direct responsibility for weekly janitorial duties in the dormitory, including supervising ETS students in checkout cleaning of rooms and common areas.
4. Maintain discipline in the dormitory and during field trips.
5. Assist ETS staff in summer program. Perform general clerical duties such as doing volume mailings, maintaining database information on participants, filing and assisting with the creation of a summer book of student writings. Prepare and secure educational and recreational supplies for camp activities.
6. Complete routine activities as assigned.
For the four-week camp period, duties will be
7. Assist Coordinator, Counselors and Instructors in the implementation of summer camps.
8. Participate in all camp activities with ETS students. Encourage students to participate. Develop and lead activities as needed.
9. Maintain discipline during activities on and off campus and in the dormitories.
10. Assist head resident in supervising high school-aged camp counselors. Direct responsibility for weekly janitorial duties in the dormitory, including supervising ETS students in checkout cleaning of rooms and common areas.
11. Prepare and secure educational and recreational supplies for camp activities.
12. Complete routine activities as assigned.
13. Performs other job-related duties as assigned.
14. See that the workplace and environs are clean.

B. The following are *possible additional* duties for this position:
No duties beyond the essential ones described above.

III. Learning Opportunities:

- A. Learn high degree of responsibility for one's work.
- B. Gain additional experience working with youth.

IV. Basic Qualifications:

- A. General: High degree of empathy with the students ETS serves.
- B. Skill: Computer and clerical skills; leadership skills useful to ETS camp settings.
- C. Physical: none.
- D. Academic: Good academic standing.

V. Desirable Qualifications:

- A. Major in a related field of study.
- B. Experience working with youth and in handling responsibility.

VI. Narrative Summary:

Student performed a split job of office support and camp counseling. Both included supervising high-school camp counselors, and maintaining discipline and encouraging participation in camp activities. Office-based portion of job included helping to prepare a book of student writings, filing, and computer work. Camp-based portion of job included participation in all activities, securing and preparing equipment, and leading camp activities.