

approved

STUDENT LABOR POSITION DESCRIPTION

Educational Talent Search

Most Recently Updated 02/23/99

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

I. Grade Level: 1

II. Description:

A. The following are the essential duties for a Student Office Worker in the Trio Program-
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1. General clerical.
2. Volume mailings.
3. Help to maintain database.
4. Filing.
5. Janitorial.
6. Performs other job-related duties as assigned.

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

- A.** May assist Upward Bound with monthly on-campus meetings by helping to supervise UB students during the meeting.
- B.** Score self-concept skills inventories.

III. Learning Opportunities:

- A.** Develop the attributes appropriate to Grade 1 positions: learning to meet schedules and standards of performance, efficient use of time, healthy attitudes toward work and supervision, working with others, sharing responsibility, recognition of the importance of work, basic skills and information.
- B.** Improved office skills.
- C.** Will learn to use FileMaker Pro computer database system.

IV. Basic Qualifications:

- A.** General: none.
- B.** Skill: none.
- C.** Physical: Must be able to lift volume mailings of 25 pounds and carry them on-campus.
- D.** Academic: none.

V. Desirable Qualifications:

- A.** Clerical skills, especially typing.
- B.** Good communication skills; may be answering telephones in other staff absence.

VI. Narrative Summary :

Student performed entry-level office work and used a computer database management program. Student also performed janitorial duties. Student produced and mailed volume mailings.