

## **STUDENT LABOR POSITION DESCRIPTION**

### **Weaving**

Most Recently Updated 03/05/99

Position Title: Student Timekeeper/Secretary  
Must work 10 hrs/wk.

**I. Grade Level: 1-4**

**II. Description:**

A. The following are the essential duties for a Timekeeper/Secretary in the Weaving Department:

1. Collect time cards from students.
2. Do student payroll.
3. Update Weaving Department Manager on labor shortages.
4. Odd jobs.
5. Run errands.
6. Assisting Weaving Department Manager with filing, typing, and phone calls as needed.
7. Weaving and finishing as needed.
8. Perform other job-related duties as assigned.
9. See that the workplace and environs are clean.

B. The following are *possible additional* duties for this position:  
None beyond those described as essential above.

**III. Learning Opportunities:**

- A. Paperwork for department.
- B. Filing.
- C. How to do purchase orders.
- D. Budgeting and paying bills.
- E. How to do payroll.

**IV. Basic Qualifications:**

- A. General: Willingness to work independently and take on office tasks; attention to detail.
- B. Skill: Basic secretarial skills; math aptitude.
- C. Physical: Strong arms and legs for occasional weaving and finishing.
- D. Academic: none.

**V. Desirable Qualifications:**

none.

**VI. Narrative Summary:**

Student assisted Department Manager with running office, and did all student payroll; student did budgeting, paid bills and kept Department Manager informed of labor shortfall problems; student also did production weaving and finishing.

