STUDENT WORKER

BASIC FUNCTION:
Various positions, most of which require limited skills. Previous experience limited or none required. Most tasks may be learned in a brief orientation.

REPRESENTATIVE DUTIES:
Assignments may include but are not limited to:

- Answering phones
- Filing
- Use of duplicating machines and other basic office equipment
- Retrieving data using various types of computer terminals
- Grading objective tests
- Manual labor
- Laboratory maintenance
- Custodial duties
- Sorting
- Matching names and numbers
- Making simple record entries
- Circulation duties (library/laboratory/equipment rooms)
- Set up, operate, adjust and monitor A-V equipment
- Cashiering
- Direct persons and answer questions
- Deal with public and other students and/or employees
- Facilities maintenance
- Other duties as assigned

EMPLOYMENT STANDARDS:

Must maintain respective college unit requirement
Knowledge and skills required to perform tasks within the assigned department
Typing skill of 35 words per minute may be required for some assignments
Some advanced subject matter knowledge or expertise may be required for some assignments

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