

On-Campus Student Employment Position Description and Learning Outcomes *(SAMPLE)*

Student Worker Position Title: *SU Student Receptionist*

Supervisor's Name/Department: *FName LName / XYZ Department*

Does this position supervise other students? Yes No X

{Briefly summarize what the student will do}

Performs varied clerical support for the Involvement Center in the Stevenson Union. The student will work for Student Activities, Career Development Services and Community Based Learning.

{List the essential job functions}

- *Greet students, faculty, staff, employers and general public*
- *Answering phones*
- *Schedule appointments for Career Counselor*
- *Word processing and/or data entry into spreadsheets as required*
- *Distributing mail*
- *Writing receipts and receiving cash boxes*
- *Copying, filing, sorting and compiling various hard copy packets of information*

{List tasks regularly performed but are non-essential to the core position}

Additional Job Functions

- *Running errands*
- *Managing Lost & Found*
- *Other duties as assigned*

{List qualifications the candidates will be judged on for the position to be filled}

Qualifications:

- *SOU Student*
- *Strong communications and interpersonal skills*
- *Basic knowledge of Microsoft Office, Groupwise, email and internet*
- *Experience or ability to learn multi-line phone system, fax, and filing systems*
- *Strong organizational skills and able to multi-task in a dynamic work environment*

Southern Oregon University- Job Position Learning Outcomes

Based on the essential job functions and the additional job functions select the applicable skills and abilities under each Learning Outcome area. These skills will either develop or enhance the student's employability and will be tied to job duties associated with the position.

Check Applicable Skills and Abilities	Learning Outcomes
	Time Management/Organizational Skills
X	<ul style="list-style-type: none"> • Ability to prioritize tasks
X	<ul style="list-style-type: none"> • Ability to finish tasks and assignments on time
X	<ul style="list-style-type: none"> • Well organized
X	<ul style="list-style-type: none"> • Uses time efficiently
	Technical Skills
X	<ul style="list-style-type: none"> • Has an understanding of basic computer skill necessary to perform duties
X	<ul style="list-style-type: none"> • Understands how to use SOU Portal, Groupwise or other technology tools to positively impact the work experience
X	<ul style="list-style-type: none"> • Understand the use of the following technology <u>Microsoft Office</u>
	Professionalism and Leadership Development
X	<ul style="list-style-type: none"> • Demonstrates effective problem solving skills
	<ul style="list-style-type: none"> • Strong analytical skills
	<ul style="list-style-type: none"> • Ability to analyze data and situations and apply analysis appropriately
X	<ul style="list-style-type: none"> • Ability to make sound decisions with a degree of independence
X	<ul style="list-style-type: none"> • Take the initiative to proactively resolve issues and problems
X	<ul style="list-style-type: none"> • Acknowledges mistakes without blaming others
	Customer Service
X	<ul style="list-style-type: none"> • Anticipates customers needs
X	<ul style="list-style-type: none"> • Polite and courteous to customers
X	<ul style="list-style-type: none"> • Responds in a timely manner to customers
X	<ul style="list-style-type: none"> • Uses effective listening skills with customers
	Ethical Standards
X	<ul style="list-style-type: none"> • Ability to make decisions based on ethical standards
X	<ul style="list-style-type: none"> • Acts in line with core values

Check Applicable Sections	Learning Outcomes
	Fostering Diversity/Community Building
X	<ul style="list-style-type: none"> • Respectful of those with different opinions and ideas
X	<ul style="list-style-type: none"> • Works to creates an inclusive work environment through actions and words
	Work Ethic
X	<ul style="list-style-type: none"> • Takes initiative to understand required work assignments
X	<ul style="list-style-type: none"> • Work is accurate and of high quality
X	<ul style="list-style-type: none"> • Work is completed on time
X	<ul style="list-style-type: none"> • Demonstrates reliability with attendance and punctuality
X	<ul style="list-style-type: none"> • Detail oriented
X	<ul style="list-style-type: none"> • Shows enthusiasm
X	<ul style="list-style-type: none"> • Adaptable and flexible
X	<ul style="list-style-type: none"> • Follows established policies, processes and practices
	Team Work
X	<ul style="list-style-type: none"> • Works well with others
X	<ul style="list-style-type: none"> • Resolves conflicts successfully
X	<ul style="list-style-type: none"> • Is cooperative
	Communication Skills
X	<ul style="list-style-type: none"> • Written communication is free of errors
	<ul style="list-style-type: none"> • Written communication style is adapted for the audience
X	<ul style="list-style-type: none"> • Verbal communication is professional
	<ul style="list-style-type: none"> • Verbal communication is adapted for the audience

Supervisor Signature

Date

Student Employee Signature

Date