

STUDENT ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS:

Incumbents in this position are high school or college students that are given temporary work assignments at BOCES and various school districts to enable them to learn fundamental work habits, learn basic work skills and to relieve professional, clerical and maintenance members of the staff of certain work. The work is performed under the direct supervision of a site supervisor. Does related work as required.

TYPICAL WORK ACTIVITIES:

Depending on the position, the participant may be assigned various duties. All positions are not represented here. These are some examples:

Clerical tasks such as light typing, filing, answering telephones, taking messages and using a copying and fax machine;

Food service tasks such as washing dishes, sweeping and mopping floors, cleaning tables, removing trash, and transporting supplies and equipment;

Maintenance tasks such as sweeping and mopping floors, vacuuming, removing trash, moving furniture, and other cleaning duties.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Ability to learn the fundamental habits of a good employee such as coming to work daily and on time;

Ability to follow written and oral instructions;

Ability to get along with others;

Courtesy;

Tact;

Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Currently enrolled as a high school or college student.