

Civil Division: Oneida County Government; Mohawk Valley Community College; Oneida–Herkimer Solid Waste Management Authority
EEO Category: Service
Jurisdictional Class: Labor
Revised: 09/15/16

STUDENT WORKER

DISTINGUISHING FEATURES OF THE CLASS: Under the supervision of professional or administrative personnel, performs various assigned duties. These positions are all of a temporary/part-time nature and vary in length from one week to eighteen weeks. In order to qualify for Student Worker positions at Oneida County Government, applicants must be registered, full-time college students. In order to qualify for Student Worker positions at Mohawk Valley Community College, applicants must be full-time students at the school. In order to qualify for Student Worker positions at Oneida-Herkimer Solid Waste Management Authority, applicants must be registered, full-time students. The incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Distributes recreational equipment such as ping pong paddles, pool balls, pool cues, etc.;

Prepares art and designs work for catalogs and brochures, etc.;

Prepare bulk mailings by sorting into zip codes, bundling, etc.;

Directs traffic for parking at large functions;

Gives tours for visitors;

Assists in registration;

Performs other office duties.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Ability to understand and follow oral and written directions; ability to get along well with others; mental alertness; neatness; accuracy; tact and courtesy; good physical condition.

MINIMUM QUALIFICATIONS: None.

Adopted: 07/16/96
Revised: 07/18/97, 08/04/15, 09/15/16