

Civil Division: Schools
Jurisdictional Class: Labor
EEO Category: Administrative Support
Revised: 09/16/14

STUDENT HELPER

DISTINGUISHING FEATURES OF THE CLASS: Under the supervision of professional or administrative personnel, performs various non-skilled duties. These positions are all of a temporary/part-time nature. Individuals employed in these positions must be full-time students at their respective schools in order to qualify for these positions. 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.;
Prepares bulk mailings by sorting into zip codes, bundling, etc.;
Directs traffic for parking at large functions;
Gives tours for visitors;
Performs other non-skilled 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.

MINIMUM QUALIFICATIONS: None.

Revised: 07/18/97, 09/16/14