

Jurisdiction: Oneida County Schools

Jurisdictional Class: Labor

Revised: 7/18/97

## **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 and vary in length from one week to twenty weeks. Individuals employed in these positions must be full-time students at their respective school in order to qualify for these positions. Does 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 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.

**MINIMUM QUALIFICATIONS:** None.