

Write up

Job Description/Title: Overall duty is to serve as a receptionist; answer telephone calls, provide information to the general public regarding services provided by the Bakersfield College Student Health and Wellness Center.

Provides a variety of clerical services to students, faculty, and staff. The student performs administrative and clerical duties involving independent judgement with interpreting, application and modification of standard procedures with methods contained by the guidelines. Additionally the Student Worker performs general clerical work: filing, scheduling of appointments and process personal information

The Student Worker types, proofreads an array of reports, letters, and directives; typed from rough draft and investigates references that supplement the listed types of correspondence. Composes correspondence related to responsibilities assigned. Maintains calendars and schedules activities and appointments, as well as coordinates activities with other departments, the public and outside agencies.

Lastly, student worker reviews materials for completeness and conformance with established regulations and procedures. The Student Worker also applies applicable policies and procedure in determining completeness of applications, records and reports; collects and process appropriate information.

Hours of Accountability:

-Administrative Duties: Front desk check-in/check-out; 7.5. Administrative correspondence; 7.5 hours.

-Clerical Duties: Completely recreate the administrative policies and procedures for program. Meticulous revises. 4 hours per week.

-Outreach: Health fair; Event time 6 hours. Set up time 2 hours, prep time 8 hours. Academic Probation; Event time 2 hours, prep time 4 hours. Movies for mental health; event time 2 hours. Convocation; prep time 8 hours, event time 5 hours.

Collateral Duties: Treasure for SHWAC. SHWAC meeting; 4 hours.

Hours worked:

Jan: 48

Feb: 70

Mar: 89.5

Apr: 84

May: 115

Jun: 76

Jul: 85.5

Aug: 105.5

Enriquez, Isaac