

Jurisdiction: Oneida County &
Solid Waste Management Authority
Jurisdictional Class: Labor
Revised: 7/18/97

STUDENT WORKER

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. 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 full-time students in a school district within the Counties of Oneida or Herkimer. 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.;

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 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; good physical condition.

MINIMUM QUALIFICATIONS: None.