

Student Employee I**Wage A:** \$7.25**Wage B:** \$7.50**Summary:**

Assists in a variety of routine functions in support of an office or department, usually following well established policies, procedures, and methods.

Distinguishing Characteristics:

Student Worker I performs routine functions in support of an office or department with little or no public contact. This position may require basic knowledge of the terminology, practices, and procedures of the office or department depending on assignment.

Essential Duties and Responsibilities:

- Examples of duties and responsibilities are typing, filing, data entry, lawn mowing, and weeding.

Knowledge and Skills:

The position requires basic skills in the use of typical equipment or tools of the office or department

Abilities:

Requires the ability to understand and carry out oral and written instructions and complete assignments. Requires the ability to safely operate equipment and tools associated with the position.

Education and Experience:

Enrollment in College of the Redwoods is required. Eligibility for Federal Work Study is desirable. Enrollment in classes or course of study similar to the course of employment is desirable.