



SOCORRO INDEPENDENT SCHOOL DISTRICT

Department of Human Resources

JOB DESCRIPTION

Job Title: College Student Worker/Clerical

Funding Source: As Assigned

Reports To: Campus Principal or Designee

Terms of Employment: Part-Time

Wage/Hour Status: Non-Exempt

Primary Purpose:

The primary duties of this employee are to provide clerical support to the designated campus/department.

Qualifications:

Education/Certification:

- Must have a high school diploma
- Must have a current term 2.5 GPA from an accredited college or university
- Must be currently enrolled in at least 6 hours at an accredited college or university for the fall and spring semester
- Students must maintain a 2.5 GPA each semester and they must provide the supervisor with a class schedule and report card to continue employment.

Special Knowledge/Skills:

- Demonstrate ability to effectively communicate with district employees, and the public

Experience:

- Experience in clerical duties, data entry, and customer service

Major Responsibilities and Duties:

1. Performs required office routines and practices.
2. Communicates with the campuses, department, and the public via email or telephone
3. Places and receives telephone calls and records messages.
4. Maintains a regular filing system, insuring confidentiality, and processes incoming correspondence, as instructed.
5. Performs multitasking and cross training associated with specific position within the campus/department.
6. Creates and maintains databases, spreadsheets, and logs.
7. Meets and sets deadlines and works well under pressure.
8. Keeps work area neat and maintains equipment.
9. Supports the goal and objectives of the school district and follows all district policies.
10. Demonstrates the ability to attend work on a regular and routine basis to avoid disruption to district operations.
11. Performs any other duties as assigned by the immediate supervisor.

ADOPTED: 12-08-11

AMENDED: 1-11-13, 4-1-14, 6-10-15, 10-5-16, 10-23-17, 08-17-18, 9-12-18,
9-30-2020, 3-17-2021, 6-6-22

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12. Provides optimal customer service to all students, employees, parents, community members and any other stakeholders of the district.

Mental Demands/Physical Demands/Environmental Factors:

Mental Demands: Reading; ability to communicate effectively (verbal); maintain emotional control under stress

Physical Demands/Environmental Factors: Moderate standing, bending, and lifting (no more than 20lbs)

This job description describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Evaluation: Performance of this job will be evaluated in accordance with the provisions of Board policy.

Employee Name (please print)

Signature

Date

Socorro Independent School District does not discriminate on the basis of race, color, religion, gender, sex, national origin, age, disability, military status, genetic information, or any other basis prohibited by law in its employment practices or in providing education services, activities, and programs, including career and technical education (vocational programs). For additional information regarding Socorro Independent School District's policy of nondiscrimination contact the Chief Human Resources Officer: (915) 937-0201, 12440 Rojas Dr., El Paso, TX 79928

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