



Trax Student Manager Clerk Job Description

Brockport Auxiliary Service Corporation at the State University of New York College at Brockport is recruiting for the following full-time position and invites applications from interested individuals.

Job Title: Student Manager Clerk	Reports to: Immediate Unit Manager
Unit: Trax Work Type: Part Time, On-Campus Work Study, Fall, Spring	Schedule: Varies

Position Description

To assist with routine operational functions in a professional and confidential manner.

Work Performed

- Organize and check stock level of office and copier supplies – Inform Office Assistant when order needs to be made
- Handout paychecks – (schedules)
- Student hiring packets in stock and available
- Organize and maintain cleanliness of office
- Departmental receptionist answers phones and greets visitors
- Create, print and laminate signs
- Copied and available: subslips, personal request for leave forms, accident reports, student applications, safety quizzes and pay calendars, student written warnings, and direct deposit forms
- Print and maintain temperature sheets for stations
- Copy, file, reconcile and receive daily invoices – Inform Office Assistant if there is a discrepancies, price change, or problem)
- Distribute employee information from HR to employees (memos, letters etc.)

Job Specifications

- Dependability
- Punctuality
- Neat, clean appearance
- Good physical condition
- Ability to lift a minimum of 30 pound on a regular basis.
- Possesses good judgment skills and interacts in a professional manner.
- Ability to get along well with others.
- Ability to operate appropriate equipment.
- A solid understanding of NYS health and safety regulations.
- Knowledge of BASC rules and regulations.
- Good customer relation skills

Qualifications:

- Must have worked a minimum of 160 hours for BASC (if student has similar experience) BASC's Executive Director may make an exception.
- Familiarity with the safeguards necessary when handling cash.
- Minimum of a satisfactory rating on performance evaluation

Date Posted: 7/27/09

Applications will continue to be accepted until the position is filled.

Salary Grade: \$8.25 per hour

Apply to:

BASC at The College at Brockport
Human Resource Office – Brockway Hall
350 New Campus Drive
Brockport, NY 14420

Electronic submissions may be sent to:

bascjobs@brockport.edu

*Attachments must be in Microsoft Word, rich text format, or PDF file.

For more information please contact the unit location at Trax 395-5798

11/2006