

STUDENT WORKER PARAPROFESSIONAL

KIND OF WORK

Entry level student technical and paraprofessional work.

NATURE AND PURPOSE

Under immediate supervision, an employee in this class performs and learns to perform technical and paraprofessional work assisting state employees in technical and professional occupations related to their field of study. Work is often project or short term in nature.

This classification differs from entry level professional classes in that incumbents must be enrolled in secondary, post-secondary or graduate study programs. Incumbents would not be expected to possess on-going program or procedural knowledge.

At this level, students have generally completed at least one year of post-secondary education related to the program in which they are employed. This classification differs from the Student Worker Paraprofessional Senior in that incumbents of that class would be expected to have completed two to three years of post-secondary education related to the program in which they are employed and would be expected to work with somewhat greater freedom.

Student worker classes are designed to provide students in secondary, post-secondary and graduate study with employment that assists them in reaching identifiable educational goals. Student worker positions may exist in any state agency and can be filled at any time. Employees appointed as student workers are in the unclassified service pursuant to law.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Research issues so that the agency is provided with information and data to support its programmatic goals and functions by obtaining and reviewing files and literature, preparing and administering surveys, developing coding and reporting forms, coding and entering data into computers, analyzing collected data, preparing charts, graphs and tables and writing memoranda and reports summarizing collected material.

Assist and support laboratory analyses so that such analyses are complete, accurate, and supportive of department programs and functions by receiving, recording and processing specimens; preparing laboratory test procedures; calibrating, aligning and using laboratory equipment and supplies; conducting lab tests, analyzing samples, preparing reagents, calculating and reporting test results, entering and tabulating statistical data and analyzing and reporting test results.

Promote an understanding of department programs and issues by answering phone inquiries; developing workshops and displays; preparing and revising handbooks, pamphlets and other informational and promotional materials; assembling mailing lists; and identifying and cataloging existing materials.

Provide habilitation services to residents of a Regional Treatment Center so that interdisciplinary program plans are followed and positive change is effected in residents by carrying out individual and group programs; escorting clients to meals, trips and events; providing range of motion services; tracking use of adaptive equipment; observing and documenting client behavior and use of services; and assisting with program planning and review.

Assist students at Community Colleges and State Universities so that they receive the guidance they need to utilize facilities and services by scheduling hours for language and computer labs; monitoring storage and dispensing of tapes and other materials; identifying and reporting equipment malfunctions, maintaining records of student use and participation and matching students to available tutors.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Research techniques and procedures sufficient to conduct studies related to department programs independently and effectively.

Laboratory procedures sufficient to assist professional staff with laboratory analyses.

Academic disciplines related to department programs sufficient to work effectively within department programs.

Ability to:

Communicate orally and in writing sufficient to provide information to visitors, students and staff.

Prepare and write materials related to department programs sufficient to inform the public and clients about department programs.

Skill in:

Use and programming of computers.

Est.: 1/2/74
Rev.: 8/11/82
9/11/91

T.C.:
Former Title(s):