

**Job Title**  
**Office/Department**  
**Location (Building)**  
**Supervisor**  
**Length of Employment**  
**Job Wage Rate or Range**  
**Position Summary**

Dean/Visit Coordinator Work Study  
Admission  
Wade House  
Karen Kleinsmith  
Academic Year  
\$7.25  
Assist the visit coordinator with the visit program and telephone coverage.

**Principal Duties and Responsibilities**

Answering and directing telephone calls, processing visit confirmation mailings, greeting visitors, data entry.

**Knowledge Skills and Abilities**

- Typing
- Phone Coverage
- Data Entry
- Research Assistant
- Tutoring
- Athletic Training
- Maintenance
- Receptions/Registrations
- Customer Service/Public Relations
- Microsoft Excel
- Microsoft PowerPoint
- Dreamweaver
- Troubleshooting PCs
- Sports Information
- Audiovisual Skills
- Library Circulation Desk
- Photography
- Maintain Inventory
- Heavy Lifting Required

- Filing
- Photocopying
- Cataloging
- Operate Switchboard
- Scheduling
- Telemarketing
- Scheduling
- Supervisory Responsibilities
- Microsoft Word
- Microsoft Access
- Installing Hardware
- Internet Searches
- Graphic Arts
- Sports Statistician
- Shelving Books
- Interlibrary Loan
- Food Preparation
- Cash Register Skills

**Additional Job Qualifications**

Pleasant personality and willingness to learn new tasks.

**Expectations**

Being punctual, accurate in job assignments, detail oriented, and good natured.

**Working Conditions**

Pleasant.

**Other**