

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

Work Study Position for Berry Center
Berry Center
College Hall
Monica Lyons/Courtenay Baker-Olinger
Academic Year
7.25
Clerical

**Principal Duties
and Responsibilities**

Update catalogue for Resource Center.
Assist on developing content for
website and E-newsletter. Research
graduate schools: admissions
requirements, rankings, and contact
information. Other duties as assigned.

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

CMS

Expectations

We expect regular attendance for all
hours scheduled. If student is unable
to make scheduled work time, must

contact supervisor.

Working Conditions

Most work performed while seated at a computer, fine motor skills required for typing. May need to walk between campus buildings in inclement weather. May need to place and reach items on Resource Center shelves.

Other