

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

Office Assistant
English Department
South Hall
Cheryl Dake
Academic Year
\$7.25
Provide assistance to secretary and/or department faculty.

Principal Duties and Responsibilities

Duties include typing, filing, photo copying, scanning, data entry, research in library or on internet. May include work on department website. Must have good general office and computer skills, be detail oriented, reliable, and able to work with minimal supervision.

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

Knowledge of Excel, Powerpoint, Dreamweaver helpful.

Expectations

Student is expected to report for work

as assigned and complete tasks in a timely manner. Maintain regular contact and communication with faculty/supervisor.

Working Conditions

Work is primarily in office/building.

Other