

Job Title
Office/Department
Location (Building)
Supervisor
Number of Student Workers Employed
Job Wage Rate or Range
Position Summary

Physiology/Exercise Physiology Lab Asst.
Kinesiology
Small Multi Sport Center
Julia Moffitt
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Physiology and exercise physiology
laboratory assistant.

**Principal Duties
and Responsibilities**

Help assist with the set up of
equipment for physiology and exercise
physiology teaching and research lab.
Help with general office work
associated with the exercise physiology
lab and assist with other laboratory
duties in accordance with previously
completed coursework and/or
experience.

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, comfort with
technology and interest kinesiology.

Expectations

Show up at pre-arranged times. Be dependable.

Working Conditions

General laboratory work.

Other

Prefer students with some experience or coursework in kinesiology or exercise science.