

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

General office worker  
Kinesiology  
Lytle House  
Ellen Whale  
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General office work, assist with preparation of materials for class

**Principal Duties and Responsibilities**

assist with a variety of jobs related to the needs of the department faculty members and their courses: scanning, xeroxing, typing, running errands, assisting with library research,

**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**

reliable, work well with people

**Expectations**

Work 1-1.5 hours per day/ most days of the week

**Working Conditions**

Office, run errands on campus

**Other**