

Job Title

Assistant to Asst. Director for Admin.
Apps.

Office/Department

Information Technology

Location (Building)

Law Hall

Supervisor

Judy Westergren

Length of Employment

Academic Year

Job Wage Rate or Range

\$7.25

Position Summary

Assists the Assistant Director for
Administrative Applications

**Principal Duties
and Responsibilities**

Computer work

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

Works good with people

Expectations

Dependable

Working Conditions

Office

Other