

Job Title Departmental Assistant
Office/Department Religion
Location (Building) College Hall
Supervisor Joseph Molleur
Number of Student Workers Employed 1
Job Wage Rate or Range \$5.15
Position Summary Provide clerical support to faculty in the Religion Department

Principal Duties and Responsibilities Picking up, opening and sorting mail; photocopying; running errands at library, bookstore, mailroom, and other offices on campus; hanging posters and signs; light typing and computer work; other duties as needed.

Knowledge Skills and Abilities

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|------------------------------------------------------------|-------------------------------------------------------|
| <input checked="" type="checkbox"/> Typing | <input type="checkbox"/> Filing |
| <input type="checkbox"/> Phone Coverage | <input checked="" type="checkbox"/> Photocopying |
| <input type="checkbox"/> Data Entry | <input type="checkbox"/> Cataloging |
| <input type="checkbox"/> Research Assistant | <input type="checkbox"/> Operate Switchboard |
| <input type="checkbox"/> Tutoring | <input type="checkbox"/> Scheduling |
| <input type="checkbox"/> Athletic Training | <input type="checkbox"/> Telemarketing |
| <input type="checkbox"/> Maintenance | <input type="checkbox"/> Scheduling |
| <input type="checkbox"/> Receptions/Registrations | <input type="checkbox"/> Supervisory Responsibilities |
| <input type="checkbox"/> Customer Service/Public Relations | <input checked="" type="checkbox"/> Microsoft Word |
| <input type="checkbox"/> Microsoft Excel | <input type="checkbox"/> Microsoft Access |
| <input type="checkbox"/> Microsoft PowerPoint | <input type="checkbox"/> Installing Hardware |
| <input type="checkbox"/> Dreamweaver | <input checked="" type="checkbox"/> Internet Searches |
| <input type="checkbox"/> Troubleshooting PCs | <input type="checkbox"/> Graphic Arts |
| <input type="checkbox"/> Sports Information | <input type="checkbox"/> Sports Statistician |
| <input type="checkbox"/> Audiovisual Skills | <input type="checkbox"/> Shelving Books |
| <input type="checkbox"/> Library Circulation Desk | <input checked="" type="checkbox"/> Interlibrary Loan |
| <input type="checkbox"/> Photography | <input type="checkbox"/> Food Preparation |
| <input type="checkbox"/> Maintain Inventory | <input type="checkbox"/> Cash Register Skills |
| <input type="checkbox"/> Heavy Lifting Required | |

Additional Job Qualifications

Expectations Work three afternoons per week, from around 3:00 to 4:15 or 4:30.

Working Conditions Typical "office atmosphere"

Other