

<b>Job Title</b>	Athletic Office Assistants
<b>Office/Department</b>	Athletics
<b>Location (Building)</b>	Sport Center
<b>Supervisor</b>	Teresa Flockhart
<b>Length of Employment</b>	Academic Year
<b>Job Wage Rate or Range</b>	\$7.25
<b>Position Summary</b>	Perform various office duties

**Principal Duties  
and Responsibilities**

**Knowledge Skills and Abilities**

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> Typing                   | <input type="checkbox"/> Filing                       |
| <input checked="" type="checkbox"/> Phone Coverage           | <input type="checkbox"/> Photocopying                 |
| <input checked="" 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 checked="" type="checkbox"/> Receptions/Registrations | <input type="checkbox"/> Supervisory Responsibilities |
| <input type="checkbox"/> Customer Service/Public Relations   | <input 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 type="checkbox"/> Interlibrary Loan            |
| <input type="checkbox"/> Photography                         | <input type="checkbox"/> Food Preparation             |
| <input checked="" type="checkbox"/> Maintain Inventory       | <input type="checkbox"/> Cash Register Skills         |
| <input type="checkbox"/> Heavy Lifting Required              |   |

**Additional Job Qualifications**

**Expectations**

**Working Conditions**

Office Setting

**Other**