

Job Title	Work Study Position for Berry Center
Office/Department	Berry Center
Location (Building)	College Hall
Supervisor	Dawn Pitts
Length of Employment	Academic Year
Job Wage Rate or Range	\$7.25/HR
Position Summary	Clerical
Principal Duties and Responsibilities	Data entry, distribution of event flyers, drop-off and pick-up of materials, design work, photography, filing, shredding documents, other duties as assigned

Knowledge Skills and Abilities

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| <input type="checkbox"/> Typing | <input checked="" type="checkbox"/> Filing |
| <input type="checkbox"/> Phone Coverage | <input checked="" type="checkbox"/> Photocopying |
| <input checked="" type="checkbox"/> Data Entry | <input checked="" 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 checked="" type="checkbox"/> Microsoft Excel | <input type="checkbox"/> Microsoft Access |
| <input checked="" 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 checked="" type="checkbox"/> Shelving Books |
| <input type="checkbox"/> Library Circulation Desk | <input type="checkbox"/> Interlibrary Loan |
| <input checked="" 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

Regular attendance is expected for all hours scheduled. If the student is unable be at work, they must contact the supervisor.

Working Conditions

Office environment w/ travel from building to building in all weather conditions, some work performed while seated at a table, fine & gross motor skills required.

Other

May require evening hours. Students may be need to dress in business casual attire.

