

**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**