

**Job Title** Assistant--Office of Visual Materials  
**Office/Department** Art  
**Location (Building)** McWethy  
**Supervisor** Christina McOmber  
**Length of Employment** Academic Year  
**Job Wage Rate or Range** \$7.25/hour  
**Position Summary** Assists in the preparation, catloguing and storage of slides and digital images

**Principal Duties and Responsibilities**

**Knowledge Skills and Abilities**

- |  |   |
|--|---|
| <input checked="" 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 checked="" 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 checked="" 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 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 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**

Scanning Images  
Working with MDID (digital database)

**Expectations**

Reliable and Detail-Oriented

**Working Conditions**

Good

**Other**