

**Job Title**  
**Office/Department**  
**Location (Building)**  
**Supervisor**  
**Length of Employment**  
**Job Wage Rate or Range**  
**Position Summary**

Assistant to the Office Manager  
Information Technology  
Law Hall Room 312  
Jacquelyn Morningstar  
Academic Year  
7.25  
Performs a variety of secretarial duties, coordinates office and phone activities. Answers phone, directs calls and enters work orders.

**Principal Duties and Responsibilities**  
**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**

Basic computer knowledge.

**Expectations**

Written and verbal communication skills as well as organization and problem solving skills. Knowledge of Word, Access and Excel. Ability to manage time, work independently and work as part of a team.

**Working Conditions**

Office environment.

**Other**

Employees may be required to perform other job-related duties as assigned. All requirements are subject to change over time with modifications made to reasonable accommodate individuals with a disability.

