

<b>Job Title</b>	Office Assistant
<b>Office/Department</b>	Kinesiology
<b>Location (Building)</b>	Lytle House
<b>Supervisor</b>	Ellen Whale
<b>Length of Employment</b>	September-May
<b>Job Wage Rate or Range</b>	\$7.25/hour
<b>Position Summary</b>	General office work and assistance with preparation of course materials
<b>Principal Duties and Responsibilities</b>	Assist with varied tasks as assigned by department faculty, including scanning, copying, typing, running errands, and library research
<b>Knowledge Skills and Abilities</b>	
x Typing	x Filing
x Phone Coverage	x Photocopying
<input 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 type="checkbox"/> Receptions/Registrations	<input type="checkbox"/> Supervisory Responsibilities
<input type="checkbox"/> Customer Service/Public Relations	x Microsoft Word
x Microsoft Excel	<input type="checkbox"/> Microsoft Access
x Microsoft PowerPoint	<input type="checkbox"/> Installing Hardware
<input type="checkbox"/> Dreamweaver	x 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 type="checkbox"/> Maintain Inventory	<input type="checkbox"/> Cash Register Skills
<input type="checkbox"/> Heavy Lifting Required	
<b>Additional Job Qualifications</b>	Dependable in working pre-arranged hours
<b>Expectations</b>	Be available for 1-1.5 hours per day as needed.
<b>Working Conditions</b>	General office and some errands on campus
<b>Other</b>	