

Job Title
Office/Department
Location (Building)
Supervisor
Number of Student Workers Employed
Job Wage Rate or Range
Position Summary

Departmental Assistant
Religion
College Hall
Joseph Molleur
1
Minimum Wage
Provide clerical support to faculty in the Religion Department

Principal Duties and Responsibilities

Picking up, opening and sorting mail; photocopying; running errands at library, bookstore, mailroom, and other offices on campus; hanging posters and signs; light typing and computer work; other duties as needed.

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

Expectations

Work three afternoons per week, from around 3:00 to 4:15 or 4:30.

Working Conditions

Typical "office atmosphere"