

Department:	Accounting Office
Position Title:	Student Employee
Reports to:	DeAna Peek

Minimum Qualifications:

A business major is preferred but not required.

Duties and Responsibilities:

Maintains filing cabinets, assists with large mailings, and other projects as needed.

Environmental and Working Conditions:

Normal environment found in an educational setting.

Physical Demands and Aptitudes:

Able to lift 5 pounds on a regular basis and 15 pounds maximum, periodically. Even though the weight lifted may be a small amount, a job is in this category when it requires walking or standing to a significant degree, as well as pushing and pulling of arm and/or leg controls. Job requires the ability to reach, handle, finger, feel, talk, hear, see, squat, and kneel.