

<b><u>Department:</u></b>	Admissions Operations
<b><u>Position Title:</u></b>	Admissions Student Assistant
<b><u>Reports to:</u></b>	Jessie Maddox

**Minimum Qualifications:**

- Microsoft Office Products
- Communication Skills

**Duties and Responsibilities:**

- Stuff mailings for department
- Answer/make calls as needed
- Inventory of products
- Possible data entry
- Departmental errands
- Pick up/drop off mail at post office, Adult & Graduate Studies Office & Wheeler House
- Other duties as assigned

**Environmental and Working Conditions:**

Normal environment found in an educational setting.

**Physical Demands and Aptitudes:**

Able to lift 25 pounds on a regular basis and 35 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.