

<b>Department:</b>	<input type="text" value="Dance"/>
<b>Position Title:</b>	<input type="text" value="Office Assistant"/>
<b>Reports to:</b>	<input type="text" value="TBA"/>

**Minimum Qualifications:**

We are seeking students who are punctual, knowledgeable with PC and Apple computers and software such as iMovie, MovieMaker, Facebook, Instagram, Flickr, Word, Excel, and PowerPoint.

**Duties and Responsibilities:**

The students will be responsible for organizing the office and taking inventory of the costume closet. Also, students will have to file, assist with organizing activities such as Day of Dance, end-of-the-year parties, assisting the office manager, and assist with social media.

**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 10 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.