

Department:

Position Title:

Reports to:

Minimum Qualifications:

Knowledge of Microsoft Office

Duties and Responsibilities:

- Typing
- Filing
- Assist with miscellaneous projects

Environmental and Working Conditions:

Normal environment found in an educational setting.

Physical Demands and Aptitudes:

Able to lift 10 pounds on a regular basis and 30 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.