

Department:	Office of Academic Assessment
Position Title:	Work Study
Reports to:	Patty Webster/Kimberly Dean

Minimum Qualifications:

Excellent computer skills are important.

Duties and Responsibilities:

Assists with duties as needed which might include data entry, website maintenance, organization in Google drive, pick up mail, filing, answer phone.

Environmental and Working Conditions:

Normal environment found in an educational setting. Confidentiality is a requirement due to sensitive information collected and reported in office.

Physical Demands and Aptitudes:

Able to lift 5lbs. pounds on a regular basis and 50 lbs. 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. **(change according to position type)**

Employee Signature: _____ **Date:** _____

This job description is not intended to be and should not be construed as an "all inclusive" list of all the responsibilities, skills or working conditions associated with the position. While it is intended to accurately reflect the position activities and requirements, Brenau University reserves the right to modify, add, or remove duties and assign duties as necessary. By signing this job description, I am agreeing that I am willing and capable of performing the above outlined duties