**Job Title:**

**Classification: C3**

**Department:**

**Updated:**

**Job Summary:**

*(Please include a brief description and any relevant aspects of the position. This includes anything about the position that the applicant needs to know before applying, such as FTE being less than 1.0 or irregular working hours.)*

**Essential Functions:**

*(Essential functions are the basic job duties that an employee must be able to perform, with or without reasonable accommodation.*

* *Does the position exist to perform the function?*
* *Does the function require significant time to perform?*
* *Is there a serious consequence of not performing this job function?*

*You should carefully examine each job to determine which functions or tasks are essential to performance. The collective bullets should give a good overview of the positions and the responsibilities of the position.)*

**Non-Essential Functions:**

*(Listed any functions of the job which does not meet the test of essential.)*

**Required Qualifications:**

*(This section is locked for editing because the required qualifications are standardized. If you have any questions, please contact Human Resources.)*

* High school graduate.
* Minimum of three years of related experience and/or relevant training.
* Experience with various computer software applications such as Microsoft Office and/or equivalent.
* Demonstrated experience to successfully operate office equipment.
* Data entry experience.
* Typing and spelling competency with grammar and proofreading skills.
* Possess strong verbal and written communication skills.
* Demonstrated experience to successfully provide quality customer service
* Demonstrated experience to successfully work independently, organize own work and coordinate work activities of others.
* Ability to work under pressure and meet deadlines.
* Demonstrated experience to successfully maintain satisfactory work performance and attendance records.
* Ability to successfully maintain positive intercultural and interpersonal relationships.

**Preferred Qualifications:**

*(Although these are not required, the qualifications listed here would be skill and/or abilities that you would like the applicant to possess. For example: some college work, higher education experience, or supervisory experience.)*

**Supervision Received:**

*(This section is locked for editing. If you have any questions, please contact Human Resources.)*

Receives general instruction from a designated supervisor but is generally expected to work independently.

**Supervision Exercised:**

*(This section is locked for editing. If you have any questions, please contact Human Resources.)*

Hire, train, supervise, schedule and coordinate the work of student employees and may act as lead worker to other PSS staff members within the department/unit/division.

**Physical Demands:**

*(This section is locked for editing. If you have any questions, please contact Human Resources.)*

* To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Must have the physical stamina to work long hours and/or more than 5 days per week. The requirements listed are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
* The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.