**Job Title:**

**Classification: C2**

**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 or equivalent.
* Minimum of two years relevant work experience.
* Experience with various computer software applications such as Microsoft Office and/or equivalent.
* Ability to operate office equipment.
* Data entry experience.
* Typing and spelling competency.
* Possess strong verbal and written communication skills.
* Ability to provide quality customer service.
* Ability to work under pressure and meet deadlines.
* Ability to 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 supervision and work assignments from a designated supervisor, although other staff members in the unit may provide work direction.

**Supervision Exercised:**

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

May be responsible for the coordination of work assignments for student employees.

**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.