**Department:**       **Department/Division Head:**

**Position Supervisor:**

**Supervisor Phone Number:**

**Email:**

|  |  |
| --- | --- |
| **Does this position require previous or similar work experience at McNeese?** | [ ] Yes [ ] No |
| **Describe the purpose of the position and the scope of work.** |       |

**Select all duties and responsibilities applicable to the position:**

[ ]  Filing [ ]  Confidential Document Preparation

[ ]  Typing [ ]  Lifting/Moving Heavy Objects

[ ]  Answering Telephone [ ]  Copy/Fax Documents

[ ]  Mail/Post Office [ ]  Campus Errands

[ ]  General Paperwork Preparation [ ]  Evening/Weekend Events

[ ]  Other ­­­­­­­­­­­­­      [ ]  Other ­­­­­­­­­­­­­

|  |
| --- |
| **Please indicate below the necessary skills needed to perform the duties and responsibilities selected above.***(i.e. Microsoft Office, effective communication skills, basic computer skills, etc.)* |
|       |

|  |
| --- |
| ***Additional Comments:***      |