**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.)* |
|  |

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