

Office Sim
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FINANCIAL AID

JOB DESCRIPTION FORM

Position: Office Simulation Lab Assistant

Department: Business & Technology

Supervisor: Kevin Engellant

Pay Range: \$8.15 - \$9.95

Description:

Employee will:

Give assistance and technical support to those students, faculty and staff that use the facility.

Provide security for the Office Simulation during its open hours of operation.

The employee may be asked to assist with other Office Simulation tasks and duties as necessary.

An interest in or experience with computers is helpful but not required.