

**2015-2016 Work-Study Job Description Form
University of the Incarnate Word**

Department Name:	Foundation, Corporate & Government Relations
Location:	Buckley Mitchell Advancement Building, 2 nd floor , Office #4
Supervisor Name:	Terri Galvin
Supervisor Phone:	829-3971
Supervisor Email:	Terrig@uiwtx.edu
For consideration, please email your resume and class schedule.	

Job Title:	Office Clerk
Estimated Hourly Pay Rate:	based on experience

General Job Description/Qualification:	Perform general office duties which include: Filing - Typing - Answering telephone - Photocopying - Faxing - Running Errands - Mail pick up/drop off - Data Entry - Scanning Perform a wide variety of office support and other tasks as assigned Punctuality, good attendance, and appropriate office attire are expected.
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Specific Skills Required:
Standard office practices and procedures
Operate office machines: photocopiers, facsimile machine, scanner, calculator and computer
Working knowledge of Microsoft Office/Outlook, Internet
Computer/keyboard skills with accuracy
Ability to file alphabetically and maintain files (attention to detail)
Good communication and interpersonal skills
Accuracy in preparing and entering information
Physical Demands: The work is sedentary. There is some walking; standing; bending, occasionally carry items weighing up to 50lbs (box of paper); carrying of light items, reams of paper, books, files, supplies etc.