



FOR HR USE	
Exempt <input type="checkbox"/>	Non-Exempt <input checked="" type="checkbox"/>
POSN Number _____	TOC _____
Grade _____	

D R A K E U N I V E R S I T Y
J O B D E S C R I P T I O N

NAME: VACANT

DEPARTMENT: BILLIE AND ROBERT RAY SOCIETY FOR LIFELONG LEARNING TITLE: PART-TIME ASSISTANT

REPORTS TO: SPVR TITLE: RAYSOCIETY COORDINATOR

TO APPLY: Submit cover letter, resume and contact information for three references to:
Teresa Bartschat
Kinne Center
Drake University
2507 University Avenue
Des Moines, IA 50311
E-mail: teresa.bartschat@drake.edu

ESSENTIAL JOB FUNCTIONS

- Oversee production of catalog/descriptions of RaySociety classes, events and socials. 20%
- Assist course instructors in setting up classes, e.g., delivering handouts, picking up audio visual equipment 20%
- Assist in keeping databases current. This includes membership list, class registration, RSVP lists 20%
- Assist in communication with members and prospective members including preparing and sending information packets, answering phone and email messages 15%
- Send confirmations for membership, class registrations, events & socials. 15%
- Other tasks as assigned to facilitate activities of the RaySociety. 10%

Comments:

Position is temporary, part time: (15-20 regular, daytime hours per week) from January 4, 2010 through May 30, 2010.

The above assignments are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required.

ESSENTIAL ELEMENTS

EDUCATION: HIGH SCHOOL, COLLEGE PREFERRED

EXPERIENCE: 3-7 years

OTHER ESSENTIAL TRAINING

AND SKILLS: Must have excellent writing skills, good interpersonal communication skills, expertise on PC and experience with Microsoft Word and Excel, ability to assist as needed in preparation for classes including carrying equipment.

SCOPE OF MANAGEMENT: Number of Direct Reports:

SCOPE

COMPLEXITY:

CONSEQUENCE OF ERROR:

DECISION MAKING:

IMPACT:

WORKING CONDITIONS & PHYSICAL EFFORT

	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift object weighing up to 20 pounds.					
2. Lift objects weighing 21 to 50 pounds.					
3. Lift object weighing 51 to 100 pounds.					
4. Lift objects weighing more than 100 pounds.					
5. Carry objects weighing up to 20 pounds.					
6. Carry objects weighing 21 to 50 pounds.					
7. Carry objects weighing 51 to 100 pounds.					
8. Carry objects weighing 100 pounds or more.					
9. Standing up to two hours at a time.					
10. Standing for more than two hours at a time.					
11. Twisting or turning head or back.					
12. Stooping, bending, kneeling, or crawling.					
13. Ability to reach and grasp objects.					
14. Manual dexterity or fine motor skills.					
15. Color vision - the ability to identify and distinguish colors.					
16. Ability to communicate orally.					
17. Ability to hear.					
18. Pushing or pulling carts or other such objects.					
19. Proofreading and checking documents for accuracy.					
20. Using a keyboard to enter and transform words or data.					
21. Using a video display terminal.					
22. Working in a normal office environment with few physical discomforts.					
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation or the like.					
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions.					
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls.					
26. Operating automobile or van.					
27. Operating heavy equipment.					
28. Extreme temperatures, such as cold or heat.					
29. Hazards such as mechanical, electrical, burns/explosives, unprotected heights, or moving objects					
30. Other physical ability or hazard exposure required by the job.					