

## **Math, Science, HPERD**

**Supervisor:** William Bryan

**Positions:** 1

**Job Duties:** Make copies and organize material; locate information in periodicals, books, and Internet; file and input data from course assessments, events, and departmental correspondence; serve as liaison between the division, students, and the public; and help division faculty with small tasks as needed.

**Skills Needed:** Promptness and consistency, self-starter, computer skills (word processing and spreadsheet), confidentiality, lift and carry 20 pounds, personable and conscientious, strong numerical and algebra skills.