POSITION SUMMARY

This position will support the Fire/EMS Div. IV. Duties to include data entry, maintaining inventory, set up learning environments, event preparation and support, and the ability to multi-task. May interact one-on-one with students. May interact with a high volume of customers. Will work with and assist diverse groups.

PRIMARY RESPONSIBILITIES

1. Record maintenance, preparation and review of forms, data entry
2. Maintain inventory
3. Set up learning environment (such as labs, classrooms, etc.)
4. Check out equipment
5. Event preparation and support

REQUIRED QUALIFICATIONS

- High School Diploma or Equivalent
- 0-1 Year experience

KNOWLEDGE SKILLS AND ABILITIES

- Customer service
- Interpersonal skills
- Organizational skills
- Analytical and problem solving skills
- Communication skills (written and/or oral)
- Proficiency with one or more office software (Word, Excel, PowerPoint, Access)

USE OF EQUIPMENT AND MACHINERY

- Pushing or pulling carts or other such objects
- Lift objects weighing up to 20 lbs.
- Standing for two or more hours
- Use or repair small/light equipment such as power tools