
- x Other duties as assigned.

Minimum Education, Skills, and Ability

- x An Associate Degree in Computer Science or equivalent combination of education and experience with broad knowledge of relevant research computer software: Microsoft Access, Word, Excel, PowerPoint Outlook, SPSS, Visio, and SunGard. Experience in creating and analyzing statistical reports.
- x Must be able to utilize computer technology to access data, maintain records and generate reports. Proven oral and written communication skills to interact with other employees.

Work Environment

- x Works primarily in a climate controlled environment with minimal safety/health hazard potential. Mobility within an office environment.

Special Requirements

- x Subject to a criminal background check prior to employment.

NOTE: The above statements are intended to describe the general nature and level of work being performed by the person assigned to this job. They are not intended to be an exhaustive list of responsibilities, duties, skills and physical demands required of personnel so classified.

APPLICANT: Are you capable of performing in a reasonable manner the activities involved in the job or application for which you have applied? _____

Signature

Date