



mercyhurst.edu

Administrative Assistant, Office of Advancement

Location:
Department:
Reports To:
Full/Part Time:
Closes:
Classification:

POSITION SUMMARY

DUTIES AND RESPONSIBILITIES

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EDUCATION AND EXPERIENCE

SKILLS AND ABILITIES

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WORK CONDITIONS

Requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and use hands to finger, handle, or feel. The employee is frequently required to walk; reach with hands

lift and/or move up to 10 pounds, frequently lift and/or move 25

characteristics representative
essential functions of this job.

APPLICATION PROCESS

