



1.

2. Supervise, train, evaluate and select one Senior Resident Assistant and Resident Assistant

projector, photocopy machine, and telephone. Uses standard office equipment such as a stapler, staple remover, and scissors.

Demonstrates a basic knowledge and skill of maneuvering within a Microsoft Windows environment including Windows-based software applications such as Microsoft Word and Microsoft Excel. Demonstrates proficiency in Microsoft Word, Microsoft Excel, and Microsoft Access for creating reports and documents.

Demonstrates a basic knowledge and skill of using various Internet browsers to access

