

- 06. Train staff about potential uses of existing technology (email, login, password)
- 07. Provide individual training and support on request
- 08. Provide recommendations about accessing information and support
- 09. Maintain log and/or list of required repairs and maintenance
- 10. Research current and potential resources and services
- 11. Monitor security of all technology
- 12. Identify and prepare hardware for disposal when appropriate
- 13. Provide routine office support as needed
- 14. Perform other related work as required or requested

CORPORATE EXPECTATIONS:

Every employee of the Private Industry Council of Westmoreland/Fayette, Inc. is an ambassador that influences the public's impression of our organization. As such, every employee is expected to demonstrate the following attributes: Commitment, Enthusiasm, Flexibility, Positive Attitude, Proactive Approach, and Teamwork. These qualities are important to both individual and corporate success.

PAY GRADE: E

HOURLY WAGE: \$13.21

HOURS PER WEEK: 40
Possible non-traditional