

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: \$11.15

HOURS PER WEEK: 40
Possible non-traditional