

Non-Exempt Clerical Classifications

Salary Grades	Positions Assigned to Grade
1	
2	
3	<ul style="list-style-type: none"> Accounts Receivable Coordinator Accounts Payable Assistant Administrative Assistant to the Manager of Business Services Assistant to Manager of Business Services Biographical Records Clerk for College Relations Budget and Inventory Coordinator Clerk for Security, Safety and Telecommunications Data Entry Clerk in Development * Data Entry & Control Clerk Data Entry Specialist & Assistant to Associate Director of Admissions * Data Entry Specialist in Admissions * Data Entry Specialist in the Department of Phys Ed & Athletics Financial Aid Assistant Library Assistant - Serials Library Services Assistant * Part-Time Data Entry Clerk in Admissions Receptionist for the Health & Counseling Center Registrar's Assistant Secretary for Campus Ministries * Secretary in the Admissions Office Volunteer Coordinator for BFEC
4	<ul style="list-style-type: none"> Accounts Payable Coordinator in Accounting Department Acquisitions Clerk * Acquisitions/Interlibrary Loan Assistant Administrative Assistant in the Admissions Office Administrative Assistant in the Office of Public Affairs * Administrative Assistant in Maintenance Administrative Assistant to Superintendent of Building and Grounds Administrative Assistant to the Director of International Education Admissions Office Coordinator Animal Caretaker and Laboratory Technician Assistant Circulation Supervisor * Audio Visual Cataloger Cataloger in the Library Computer Records Coordinator in Maintenance Copy Editor for THE PSYCHOLOGICAL RECORD Information Technology Office Manager Night Circulation Supervisor in the Library Night Supervisor in Olin & Chalmers Libraries Office Manager for Residential Life Part-Time Editorial Assistant Part-Time Secretary in Alumni and Parent Programs Secretary in the Academic Advising Office

Secretary in the Career Development Center
 * Secretary in the Development Office
 Secretary in the Health and Counseling Center
 * Secretary, Office of Alumni & Parent Programs
 Secretary in the Office of Financial Aid
 Secretary to Assistant Dean of Students; Director of Multicultural Affairs
 Student Accounts Coordinator
 Student Loan Coordinator in the Accounting Department
 * Work Order Clerk in the Maintenance Department

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Administrative Assistant & Special Program Coord; Anthro/Soc,Legal Studies,Honduras
 Administrative Assistant and Applied Music Program Coordinator
 Administrative Assistant and Box Office Manager
 Administrative Assistant for Art History & American Studies
 Administrative Assistant for IPHS and Political Science
 Administrative Assistant for Modern Language and Religion
 Administrative Assistant for Psychology & Neuroscience
 Administrative Assistant for the Biology Department
 Administrative Assistant for the English Department
 Administrative Assistant in the Department of Math and Physics
 Administrative Assistant to the Chemistry Department
 Administrative Assistant to the Classics/Economics/Philosophy Departments
 Administrative Assistant to the History Department
 Administrative Assistant/ Technician in the Art Department
 Coordinator Campus Events Scheduling & Administrative Assistant to Associate Dean of St
 Executive Assistant and Office Manager in Development
 Executive Assistant in the Development Office
 Executive Assistant to the Associate Provosts
 Executive Assistant to the Associate Vice President for Finance and the Controller
 Executive Assistant to the Chief Business Officer
 Executive Assistant to the Dean of Admissions
 Executive Assistant to the Dean of Students
 Executive Assistant to the President's Office
 Executive Assistant to the Provost
 Executive Assistant to the Vice President for Finance
 Executive Assistant to the Vice President for Library/Information Services
 Human Resources Office Manager and Benefits Coordinator
 Human Resources Specialist
 KAP Administrative Assistant
 Office Manager for the Department of Physical Education and Athletics
 Office Manager/Administrative Assistant to College Physician

* Denotes position was reclassified 7/1/04 to lower grade, but will not be changed until incumbent vacates position

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