

				* W

			desktop computer support and other administrative tasks	procedures
				* May assist with budget development and tracking
			* May handle complex written and phone inquiries and interact with guests	
Qualifications	* High School diploma/ GED * 0-1 Year related experience	* High School diploma/ GED * 1-2 years related experience	* High School diploma/ GED * 2-5 Years related experience	* High School diploma/ GED Bachelor's degree preferred * 5 or more years related experience