

Non-Exempt Clerical Classifications

Salary Grades

Position Assigned to Grade

3

Accounts Payable Assistant
Administrative Assistant for the Board of Kenyon Interfaith Partnership
Biographical Records Specialist for College Relations
Computer Records Specialist
Data Entry Specialist
Operations Assistant, Kenyon Review
Records Specialist

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Accounts Receivable Coordinator
Administrative Assistant in Admissions
Administrative Assistant in the Department of Physical Education and Athletics
Administrative Assistant in the Office of Advancement Information Services
Administrative Assistant for Counseling Center
Animal Caretaker and Laboratory Technician
Financial Aid Assistant
Financial Aid Data Specialist
Gift and Alumni Records Specialist
Office Manager in Admissions

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Administrative Assistant and Applied Music Program Coordinator
Administrative Assistant for Annual Giving
Administrative Assistant for Health and Counseling
Administrative Assistant for Modern Languages and Economics
Administrative Assistant for Office of Academic Advising
Administrative Assistant, Gund Gallery

Administrative Assistant in Donor Relations

Administrative Assistant in the Academic Division

Administrative Assistant in the Academic Division - English

Administrative Assistant in the Office of Communications

Administrative Assistant in the Office of Development

Administrative Assistant for Campus Life

Administrative Assistant to the Associate Dean of Students and Director of ODEI

Administrative Assistant to the Finance Division

Administrative Assistant to the President's Office

Administrative Assistant, Alumni and Parent Engagement

Administrative Assistant, Philander Chase Conservancy and Kokosing Nature Preserve

Administrative Assistant/Technician in the Art Department

Administrative Coordinator, Career Development Office

Budget Manager in Admissions

Campus Safety Administrative Assistant/Transportation Coordinator

Executive Assistant to the Vice President for Advancement

Executive Assistant to the Division of Student Affairs

KAP Liaison and Support

Office Manager for the Department of Physical Education and Athletics

Office Manager, Maintenance Department

Office Manager, The Office of Human Resources and Civil Rights

Purchasing Coordinator

Student Accounts Coordinator

Student Data Specialist

Student Systems Coordinator