

Non-Exempt Clerical Classifications

**Salary
Grades**

Positions Assigned to Grade

1	
2	
3	<p>Accounts Payable Assistant Administrative Assistant for the Board of Spiritual and Religious Life Administrative Assistant for the Career Development Office Assistant to Manager of Business Services Biographical Records Specialist for College Relations Computer Records Specialist Data Entry Specialist for College Relations Data Entry Specialist in Admissions • Data Entry Specialist in the Department of Physical Education and Athletics Facility and Program Assistant for the BFEC Financial Aid Assistant Serials Specialist Student Records Specialist II</p>
4	<p>Accounts Receivable Coordinator Acquisitions Specialist Administrative Assistant in the Admissions Office Administrative Assistant in the Career Development Office •Administrative Assistant in the Health and Counseling Center Administrative Assistant in the Office of Alumni and Parent Programs Administrative Assistant in the Office of Annual Giving Administrative Assistant in the Office of Public Affairs Administrative Assistant for Academic Advising Office Administrative Assistant for Annual Giving Administrative Assistant for Student Affairs Administrative Assistant for Campus Safety/Transportation Coordinator Administrative Assistant to Superintendent of Building and Grounds Administrative Assistant to the President's Office Admissions Office Visit Coordinator Animal Caretaker and Laboratory Technician Cataloger in the Library Computer Records Coordinator in Maintenance Financial Aid Data Specialist Health Center Receptionist Office Manager for Housing and Residential Life Part-Time Editorial Assistant Student Accounts Coordinator Student Records Specialist I •Work Order Clerk in the Maintenance Department</p>

Administrative Assistant & Special Program Coordinator; Anthropology/Sociology, Legal Studies, Honduras
Administrative Assistant and Applied Music Program Coordinator
Administrative Assistant and Box Office Manager
Administrative Assistant for Art History; Kenyon in Rome, Visual Resources Center
Administrative Assistant for Center of Study of American Democracy; Womens Studies; and Academic
Research Support
Administrative Assistant for IPHS and Political Science
Administrative Assistant for Modern Language and Religion
Administrative Assistant for the Biology Department
Administrative Assistant for the English Department
Administrative Assistant for the Philander Chase Corporation and the Office of Development
Administrative Assistant in the Academic Division
Administrative Assistant in the Departments of History & International Studies
Administrative Assistant in the Department of Math and Physics
Administrative Assistant to the Classics/Economics/Philosophy Departments
Administrative Assistant/ Technician in the Art Department
Coordinator Campus Events Scheduling & Administrative Assistant to Associate Dean of Students
Executive Assistant and Office Manager in Development
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 Provost
Executive Assistant to the Vice President for College Relations
Executive Assistant and Purchasing Manager in Library/Information Services
Human Resources Office Manager and Benefits Coordinator
Human Resources Specialist
Library Services Supervisor
Office Manager for the Department of Physical Education and Athletics
Office Manager/Administrative Assistant to College Physician
Operations Manager, The Center for Global Engagement
Purchasing Coordinator
Student Loan Coordinator