

**Non-Exempt Clerical Classifications**

Salary Grade	Position Assigned to Grade
<b>MID</b>	<p>Accounts Payable Assistant            Administrative Assistant for the Counseling Center            Administrative Assistant, Board of Kenyon Interfaith Partnership            Administrative Assistant in the Department of Physical Education and Athletics            Administrative Assistant for Residential Life            Data Entry Specialist            Financial Aid Assistant            Financial Aid Data Specialist            Gift and Alumni Records Specialist            Office Manager in Admissions            Operations Assistant, Kenyon Review            Receipt Coordinator            Records Specialist</p>
<b>HIGH</b>	<p>Accounts Receivable Coordinator            Admin Assist to the Office of Alumni and Parent Engagement            Administrative Assistant and Applied Music Program Coordinator            Administrative Assistant for Annual Giving            Administrative Assistant for Health and Counseling            Administrative Assistant for Modern Languages &amp; Economics            Administrative Assistant for Office of Academic Advising            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 to Dean for Diversity, Equity and Inclusion (DEI)            Administrative Assistant to the Finance Division            Administrative Assistant to the President's Office            Administrative Assistant, Gund Gallery            Administrative Assistant, Math &amp; Physics            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 Division of Student Affairs            Executive Assistant to Vice President for Advancement            KAP Liaison and Support            Office Manager for the Department of Physical Education and Athletics            Office Manager, Maintenance Department            Office Manager, The Offices of Human Resources &amp; Civil Rights            Purchasing Coordinator            Student Accounts Coordinator            Student Intern Coordinator &amp; Office Manager            Student Systems Coordinator</p>