

Monday- Thursday, 8:00 a.m. to 5:00 p.m. and Friday, 8:00 a.m.- 12 noon (37.5 hour work week). A flex schedule may be utilized if the area supervisor finds it necessary for the functionality of the department. Compensation time can be used if approved by the supervisor and the area Vice President in advance, per MSC policies and procedures.

Qualification Standards

1. **Minimum Educational Qualifications** Associate Degree preferred. Knowledge of computers, Windows, Microsoft Office, etc.
2. **Experience**

