

**Purchase Order**



Marshall University  
Office of Purchasing  
One John Marshall Drive  
Huntington WV, 25755-4100  
Direct all inquiries regarding this order to: (304)

**Purchase Order #**  
MU22TEMPS\_A

TO: Adecco USA Inc.  
10151 Deerwood Park Boulevard  
200-400  
Jacksonville, FL 32256  
  
FEIN: 943286700 PH: 304-345-8367

Vendor Code:

Ship to:  
  
Room #

THIS ORDER IS SUBJECT TO THE GENERAL TERMS AND CONDITIONS AS SET FORTH HEREIN

WVFIMS Account #:

P.O. Date	FY	Buyer	Ship Via	F.O.B	Terms	Contract #
8/27/2021	22	TD			Net 30	MU22TEMPS_A

CONTRACT ACCEPTANCE

On behalf of the Governing Board, MARSHALL UNIVERSITY hereby accepts the quotation of Adecco USA Inc.

signed by Melinda Brooks

Title Branch Manager

on June 28, 2021

Approved as to form this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_  
West Virginia Attorney General

By: \_\_\_\_\_  
Chief Counsel

Open-End Temporary Employment Services  
Effective: 9/1/2021 - 8/30/2022  
with four (4) optional one-year renewals

THIS ORDER IS EXEMPT FROM ALL SALES TAX  
LIMIT EACH INVOICE TO A SINGLE PURCHASE ORDER NUMBER

Line No.	Fund	Org.	Account	Encumber Amount
1.	Various	Various	70257	Various
2.				
3.				
4.				

Total: OPEN-END

Mail Original Invoice and 1 Copy to:  
Marshall University Accounts Payable  
One John Marshall Drive Huntington,  
WV 25755-4500

*Tracey Brandolini* 8/31/21  
\_\_\_\_\_  
Authorized Signature Date

<b>Adecco USA Inc.</b>			
<b>Items</b>	<b>Job Classification</b>	<b>Hourly Pay Rate</b>	<b>Hourly Bill Rate</b>
15.1	Accounting Assistant I	\$ 11.51	\$ 14.61
15.2	Accounting Assistant II	\$ 13.01	\$ 16.52
15.3	Administrative Assistant	\$ 13.85	\$ 17.58
15.4	Administrative Assistant Senior	\$ 15.78	\$ 20.04
15.5	Administrative Assistant - Fairfield	\$ 14.05	\$ 17.84
15.6	Administrative Secretary Sr.	\$ 11.51	\$ 14.86
15.7	Business Clerk	\$ 9.48	\$ 12.03
15.8	Cashier	\$ 8.75	\$ 11.11
15.9	Cashier Lead	\$ 10.05	\$ 12.76
15.10	Customer Service Representative	\$ 9.48	\$ 12.03
15.11	Data Entry Operator	\$ 9.48	\$ 12.03
15.12	Data Technician I	\$ 10.21	\$ 12.96
15.13	Medical Records Assistant	\$ 10.05	\$ 12.76
15.14	Receptionist	\$ 9.22	\$ 11.70
15.15	Records Assistant I	\$ 8.97	\$ 11.39
15.16	Records Assistant II	\$ 10.21	\$ 12.96
15.17	Residence Hall Desk Coordinators	\$ 9.48	\$ 12.03
15.18	Secretary	\$ 9.48	\$ 12.03
15.19	Applications Systems Analyst Programmer	\$ 16.50	\$ 20.95
15.20	System Programmer	\$ 15.78	\$ 20.04
15.21	Building Service Worker	\$ 8.97	\$ 11.57
15.22	Campus Service Worker	\$ 8.97	\$ 11.57
15.23	Laborer	\$ 9.48	\$ 12.22
15.24	Parking Attendant	\$ 9.48	\$ 12.22
15.25	Receiving Position	\$ 10.05	\$ 12.76
15.26	Trades Specialist I	\$ 15.78	\$ 20.04

## MARSHALL UNIVERSITY

### GENERAL TERMS AND CONDITIONS

**1. CONTRACTUAL AGREEMENT:** Issuance of an Award Document constitutes acceptance of this contract (the Contract) made by and between Marshall University (University or Marshall) and the Vendor. Vendor's signature to the Contract signifies Vendor's agreement to be bound by and accept the terms and conditions contained in the Contract. Therefore, the parties agree that the following contractual terms and conditions are dominant over any competing terms made a part of the Contract. **IN THE EVENT OF ANY CONFLICT BETWEEN VENDOR'S FORM(S) AND THESE GENERAL TERMS AND CONDITIONS, THESE GENERAL TERMS AND CONDITIONS SHALL CONTROL**

**2. DEFINITIONS:** As used in this Solicitation/Contract, the following terms shall have the meanings attributed to them below. Additional definitions may be found in the specifications, if applicable, included with the Solicitation/Contract.

**2.1 "Award Document"** means the document that identifies the Vendor as the Contract holder when signed by the Vendor and Marshall University's Office of Purchasing and, when necessary, approved as to form by the Attorney General.

**2.2 "Bid" or "Proposal"** means the Vendor's verbal bid or written bid provided in response to a solicitation by the University.

**2.3 "Board"** means the Governing Board of Marshall University.

**2.4 "Buyer"** means an individual designated by a Chief Procurement Officer to perform designated purchasing and acquisition functions as authorized by the Chief Procurement Officer.

**2.5 "Chief Procurement Officer"** means the individual designated by the President of Marshall University to manage, oversee and direct the purchasing and acquisition of supplies, equipment, services, and printing for the University.

**2.6 "Contract"** means the binding agreement that is entered between the University and the Vendor to provide requested goods and/or services requested in the Solicitation.

**2.7 "Governing Board"** means the Marshall University Board of Governors as provided for in the West Virginia state code.

**2.8 "Higher Education Institution"** means an institution as defined by Sections 401(f), (g) and (h) of the federal Higher Education Facilities Act of 1963, as amended.

**2.9 "Office of Purchasing"** means the section within Marshall University headed by the Chief Procurement Officer and its personnel.

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**2.10 "Purchasing Card" or "P-Card"** means The State of West Virginia's Purchasing Card program, administered under contract by a banking institution, processes payment for goods and services through state designated credit cards.

**2.11 "Responsible Bidder" and "Responsible Vendor"** mean a person and/or vendor who have the capability in all respects to perform contract requirements, and the integrity and reliability which will assure good faith performance.

**2.12 "Responsive Bidder" and "Responsive Vendor"** mean a person and/or a vendor who has submitted a bid which conforms in all material respects to the invitation to bid.

**2.13 "Solicitation"** means the notice of an opportunity to supply the University with goods and services.

**2.14 "State"** means the State of West Virginia and/or any of its agencies, commissions, boards, departments or divisions as context requires.

**2.15 "University"** means Marshall University or Marshall.

**2.16 "Vendor" or "Vendors"** means any entity providing either a verbal or written bid in response to the solicitation, the entity that has been selected as the lowest responsible bidder, or the entity that has been awarded the Contract as context requires.

**2.17 "Will", "Shall" and "Must"** identifies a mandatory item or requirement that concludes the duty, obligation or requirement imposed is mandatory, as opposed to being directory or permissive.

**3. CONTRACT TERM; RENEWAL; EXTENSION:** The term of the Contract shall be determined in accordance with the category that has been identified as applicable to the Contract below:

**Term Contract**

**Initial Contract Term:** The Contract becomes effective on upon award  
\_\_\_\_\_ and extends for a period of one (1) \_\_\_\_\_ year(s).

**Renewal Term:** The Contract may be renewed upon the mutual written consent of the University and the Vendor. Any request for renewal should be submitted to the University thirty (30) days prior to the expiration date of the initial contract term or appropriate renewal term. A Contract renewal shall be in accordance with the terms and conditions of the original contract. Renewal of the Contract is limited to four (4) successive one (1) year periods or multiple renewal periods of less than one year, provided that the multiple renewal periods do not exceed forty-eight (48) \_\_\_\_\_ months in total. Automatic renewal of the Contract is prohibited.

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Any language that seeks to automatically renew, modify, or extend the Contract beyond the initial term or automatically continue the Contract period form term to term is deleted. The Contract may be renewed or continued only upon mutual written agreement of the Parties.

- Alternate Renewal Term** – This contract may be renewed for \_\_\_\_\_ successive \_\_\_\_\_ year periods or shorter periods provided that they do not exceed the total number of months contained in all available renewals. Automatic renewal of this Contract is prohibited. Renewals must be approved by the Vendor and Agency.
- Fixed Period Contract:** The Contract becomes effective upon Vendor’s receipt of the notice to proceed and must be completed within \_\_\_\_\_.
- Fixed Period Contract with Renewals:** The Contract becomes effective upon Vendor’s receipt of the notice to proceed and part of the Contract must be completed within \_\_\_\_\_ days. Upon completion, the Vendor agrees that maintenance, monitoring, or warranty services will be provided for \_\_\_\_\_ successive one-year periods or multiple periods of less than one year provided that the multiple renewal periods do not exceed \_\_\_\_\_ months in total.
- One-Time Purchase:** The term of the Contract shall run from the issuance of the Award Document until all the goods contracted for have been delivered, but in no event, will the Contract extend for more than one fiscal year.
- Other:** See attached.

**4. NOTICE TO PROCEED:** Vendor shall begin performance of the Contract immediately upon receiving notice to proceed unless otherwise instructed by the University. Unless otherwise specified, the fully executed Award Document will be considered notice to proceed.

**5. QUANTITIES:** The quantities required under the Contract shall be determined in accordance with the category that has been identified as applicable to the Contract below.

- Open End Contract:** Quantities stated in the solicitation are approximations only, based on estimates supplied by the University. It is understood and agreed that the Contract shall cover the quantities ordered for delivery during the term of the Contract, whether more or less than the quantities shown.
- Service:** The scope of the service to be provided will be more clearly defined in the specifications included herewith.

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- Combined Service and Goods:** The scope of the service and deliverable goods to be provided will be more clearly defined in the specifications included herewith.
- One-Time Purchase:** The Contract is for the purchase of a set quantity of goods that are identified in the specifications included herewith. Once those items have been delivered, no additional goods may be procured under the Contract without an appropriate change order approved by the Vendor, University, and/or when necessary, the Attorney General's office.

**6. EMERGENCY PURCHASES:** The Chief Procurement Officer may suspend the use of a university wide mandatory contract (the University's Office of Purchasing has created standard specifications that are establish University wide contracts for commonly used commodities and services that are needed on a repetitive basis), or the competitive bidding process to allow a Department to purchase goods or services in the open market if for immediate or expedited delivery in an emergency.

Emergencies shall include, but are not limited to, delays in transportation or an unanticipated increase in the volume of work, provided that a required University emergency purchase with another vendor does not cause a breach of contract.

**7. REQUIRED DOCUMENTS:** All the items checked below must be provided to the University by the Vendor as specified below.

- BID BOND (Construction Only):** Pursuant to the requirements contained in W. Va. Code § 5-22-1(c), All Vendors submitting a bid on a construction project shall furnish a valid bid bond in the amount of five percent (5%) of the total amount of the bid protecting the State of West Virginia. The bid bond must be submitted with the bid.
- PERFORMANCE BOND:** The apparent successful Vendor shall provide a performance bond in the amount of 100% of the contract. The performance bond must be received by the Marshall University Office of Purchasing Office prior to Contract award.
- LABOR/MATERIAL PAYMENT BOND:** The apparent successful Vendor shall provide a labor/material payment bond in the amount of 100% of the Contract value. The labor/material payment bond must be received by the Marshall University Office of Purchasing Office prior to Contract award.
- MAINTENANCE BOND:** The successful Vendor shall provide a two (2) year maintenance bond covering the roofing system. The maintenance bond must be issued and received by the Marshall University Office of Purchasing Office prior to Contract award.
- LICENSE(S) / CERTIFICATIONS / PERMITS:** In addition to anything required under the Section entitled Licensing, of the General Terms and Conditions, the Vendor shall furnish proof of the following licenses, certifications, and/or permits prior to Contract award, in a form acceptable to the University.



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**INSERT ADDITIONAL CONDITIONS BELOW:**

The apparent successful Vendor shall also furnish proof of any additional licenses or certifications prior to Contract award regardless whether that requirement is listed above.

**8. INSURANCE:** The Vendor shall furnish proof of the insurance identified by a checkmark below prior to Contract award. Subsequent to contract award, and prior to the insurance expiration date, Vendor shall provide the University with proof that the insurance mandated herein has been continued. Vendor must also provide with immediate notice of any changes in its insurance policies mandated herein, including but not limited to, policy cancelation, policy reduction, or change in insurers. The insurance coverages identified below must be maintained throughout the life of the contract. The Vendor shall also furnish proof of any additional insurance requirements prior to the Contract award regardless of whether that insurance requirement is listed in this section.

Any provisions requiring the University to maintain any type of insurance for either of its or the Vendors benefit is deleted.

Vendor must maintain:

**Commercial General Liability Insurance** in at least an amount of: \$1,000,000.00 per occurrence.

**Automobile Liability Insurance** in at least an amount of: \$1,000,000.00 per occurrence.

**Professional/Malpractice/Errors and Omission Insurance** in at least an amount of: \_\_\_\_\_ per occurrence and an aggregate of \_\_\_\_\_.

**Commercial Crime and Third-Party Fidelity Insurance** in an amount of: \_\_\_\_\_ per occurrence and an aggregate of \_\_\_\_\_.

**Cyber Liability Insurance** in an amount of: \_\_\_\_\_ per occurrence and an aggregate of \_\_\_\_\_. Coverage shall be sufficiently broad to respond to the duties and obligations as is undertaken by Vendor in performance of the Contract and shall include, but not limited to, claims involving infringement of intellectual property, including but not limited to infringement of copyright, trademark, trade dress, invasion of privacy violations, information theft, damage to or destruction of electronic information, release of private information, alteration of electronic information, extortion and network security. The policy shall provide coverage for breach response costs as well as regulatory fines and penalties as well as credit monitoring expenses with limits sufficient to respond to these obligations.

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**Builders Risk Insurance** in an amount equal to 100% of the amount of the Contract.  
\_\_\_\_\_ per occurrence and an aggregate of \_\_\_\_\_

**9. WORKERS' COMPENSATION INSURANCE:** The apparent successful Vendor shall comply with laws relating to workers compensation, shall maintain workers' compensation insurance when required, and shall furnish proof of workers' compensation insurance upon request.

**10. LIQUIDATED DAMAGES:** This clause shall in no way be considered exclusive and shall not limit the University's right to pursue any other available remedy. Vendor shall pay liquidated damages in the amount specified below or as described in the specifications:

\_\_\_\_\_ for \_\_\_\_\_

**Liquidated Damages Contained in the Specifications**

**11. ACCEPTANCE:** Vendor's signature on the certification and signature page, constitutes an offer to the University that cannot be unilaterally withdrawn, signifies that the product or service proposed by Vendor meets the mandatory requirements for that product or service, unless otherwise indicated, and signifies acceptance of the terms and conditions unless otherwise indicated.

**12. STATUTE OF LIMITATIONS -** Any clauses limiting the time in which the State may bring suit against the Vendor or any other third party are deleted.

**13. PRICING/BEST PRICE GUARANTEE:** The pricing set forth herein is firm for the life of the Contract, unless specified elsewhere within this Solicitation by the University. A Vendor's inclusion of price adjustment provisions in its bid, without an express authorization in the Solicitation to do so, may result in bid disqualification. Notwithstanding the foregoing, Vendor must extend any publicly advertised sale price to the University and invoice at the lower of the contract price or the publicly advertised sale price.

**14. PAYMENT IN ARREARS:** Payments for goods/services will be made in arrears only upon receipt of a proper invoice, detailing the goods/services provided or receipt of the goods/services, whichever is later. Notwithstanding the foregoing, payments for software licenses, subscriptions, or maintenance may be paid annually in advance.

**15. PAYMENT METHODS:** The Vendor must accept payment by electronic funds transfer or P-Card for payment of all orders under this Contract unless the box below is checked.

Vendor is not required to accept the State of West Virginia's P-Card or by electronic funds transfer as payment for all goods and services for the reason(s) stated below:

\_\_\_\_\_

\_\_\_\_\_

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**16. ADDITIONAL FEES:** Vendor is not permitted to charge additional fees or assess additional charges that were not either expressly included in the unit price or lump sum bid amount that Vendor is required by the solicitation to provide. Requesting such fees or charges be paid after the contract has been awarded may result in cancellation of the contract. Any references contained in the Contract, Vendor's bid, or in any American Institute of Architects documents obligating the University to pay to compensate Vendor, in whole or in part, for lost profit, pay a termination fee, pay liquidated damages if the Contract is terminated early, seeking to accelerate payments in the event of Contract termination, default, or non-funding, costs of collection, court costs, or attorney's fees, unless ordered by a court of competent jurisdiction is hereby deleted. Any language imposing and interest or charges due to late payment is deleted.

**17. FEES OR COSTS:** Any language obligating the State to pay costs of collection, court costs, or attorney's fees, unless ordered by a court of competent jurisdiction is deleted.

**18. RISK SHIFTING:** Any provision requiring the State to bear the costs of all or a majority of business/legal risks associated with this Contract, to indemnify the Vendor, or hold the Vendor or a third party harmless for any act or omission is hereby deleted.

**19. LIMITING LIABILITY:** Any language limiting the Vendor's liability for direct damages is deleted.

**20. TAXES:** The Vendor shall pay any applicable sales, use, personal property or other taxes arising out of the Contract and the transactions contemplated hereby. The University is exempt from federal and state taxes and will not pay or reimburse such taxes. The University will, upon request, provide a tax-exempt certificate to confirm its tax-exempt status.

**21. FISCAL YEAR FUNDING:** The Contract shall continue for the term stated herein, contingent upon funds being appropriated by the WV Legislature or otherwise being made available for this Contract. In the event funds are not appropriated or otherwise available, the Contract becomes of no effect and is null and void after June 30 of the current fiscal year. If that occurs, the University may notify the Vendor that an alternative source of funding has been obtained and thereby avoid the automatic termination. Non-appropriation or non-funding shall not be considered an event of default.

**22. CANCELLATION/RIGHT TO TERMINATE:** The University reserves the right to cancel/terminate the Contract immediately upon written notice to the Vendor if the materials or workmanship supplied do not conform to the specifications contained in the Contract. The University may also cancel any purchase or Contract upon thirty (30) days written notice to the Vendor. In the event of early cancellation, the University agrees to pay the Vendor only for all undisputed services rendered or goods received before the termination's effective date. All provisions are delete that seek to require the State to (1) compensate Vendor, in whole or in part, for loss profit, (2) pay a termination fee, or (3) pay liquidated damages if the Contract is terminated early.

In the event that a vendor fails to honor any contractual term or condition, the Chief Procurement Officer may cancel the contract and re-award the contract to the next lowest responsible and responsive bidder in accordance with the Marshall University Board of Governors Policy No. FA-9 Purchasing Policy, section 7.4.1

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Any language seeking to accelerate payments in the event of Contract termination, default or non-funding is hereby deleted.

**23. RIGHT OF FIRST REFUSAL** Any language seeking to give the Vendor a Right of First Refusal is hereby deleted.

**24. DISPUTES** – Any language binding the University to any arbitration or to the decision of any arbitration board, commission, panel or other entity is deleted; as is any requirement to waive a jury trial.

Any language requiring or permitting disputes under this Contract to be resolved in the courts of any state other than the State of West Virginia is deleted. All legal actions for damages brought by Vendor against the University shall be brought in the West Virginia Legislative Claims Commission. Other causes of action must be brought in the West Virginia Court authorized by statute to exercise jurisdiction over it.

Any language requiring the State to agree to, or be subject to, any form of equitable relief not authorized by the Constitution or laws of State of West Virginia is deleted.

**25. TIME:** Time is of the essence with regard to all matters of time and performance in the Contract.

**26. DELIVERY** -All deliveries under the Contract will be FOB destination unless the State expressly and knowingly agrees otherwise. Any contrary delivery terms are hereby deleted.

**27. APPLICABLE LAW:** The Contract is governed by and interpreted under West Virginia law without giving effect to its choice of law principles. Any information provided in specification manuals, or any other source, verbal or written, which contradicts or violates the West Virginia Constitution, W. Va. Code or Marshall University Board of Governors Policy No. FA-9 Purchasing Policy is void and of no effect. Any language requiring the application of the law of any state other than the State of West Virginia in interpreting or enforcing the Contract is deleted. The Contract shall be governed by the laws of the State of West Virginia

**28. COMPLIANCE WITH GOVERNING LAWS:** Vendor shall comply with all applicable federal, state, and local laws, regulations and ordinances. By submitting a bid, Vendor acknowledges that it has reviewed, understands, and will comply with all applicable laws, regulations, and ordinances. Vendor shall notify all subcontractors providing commodities or services related to this Contract that, as subcontractors, they too are required to comply with all applicable laws, regulations, and ordinances.

**29. ARBITRATION:** Any references made to arbitration contained in the Contract, Vendor's bid, or in any American Institute of Architects documents pertaining to the Contract are hereby deleted, void, and of no effect.

**30. MODIFICATIONS:** Notwithstanding anything contained in the Contract to the contrary, no modification of the Contract shall be binding without mutual written consent of the University, and the Vendor.

**31. AMENDMENTS** - The parties agree that all amendments, modifications, alterations or changes to the Contract shall be by mutual agreement, in writing, and signed by both parties. Any language to the contrary is deleted.

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**32. NO WAIVER:** The failure of either party to insist upon a strict performance of any of the terms or provision of the Contract, or to exercise any option, right, or remedy herein contained, shall not be construed as a waiver or a relinquishment for the future of such term, provision, option, right, or remedy, but the same shall continue in full force and effect. Any waiver must be expressly stated in writing and signed by the waiving party.

Any provisions requiring the University to waive any rights, claims or defenses is hereby deleted.

**33. SUBSEQUENT FORMS:** The terms and conditions contained in the Contract shall supersede any and all subsequent terms and conditions which may appear on any form documents submitted by Vendor to the University such as price lists, order forms, invoices, sales agreements, or maintenance agreements, and includes internet websites or other electronic documents. Acceptance or use of Vendor's forms does not constitute acceptance of the terms and conditions contained thereon.

**34. ASSIGNMENT:** Neither the Contract nor any monies due, or to become due hereunder, may be assigned by the Vendor without the express written consent of the University and any other government or office that may be required to approve such assignments.

The Vendor agrees not to assign the Contract to any person or entity without the State's prior written consent, which will not be unreasonably delayed or denied. The State reserves the right to assign this Contract to another State agency, board or commission upon thirty (30) days written notice to the Vendor. These restrictions do not apply to the payments made by the State. Any assignment will not become effective and binding upon the State until the State is notified of the assignment, and the State and Vendor execute a change order to the Contract.

**35. WARRANTY:** The Vendor expressly warrants that the goods and/or services covered by the Contract will: (a) conform to the specifications, drawings, samples, or other description furnished or specified by the University; (b) be merchantable and fit for the purpose intended; and (c) be free from defect in material and workmanship.

**36. UNIVERSITY EMPLOYEES:** University employees are not permitted to utilize the Contract for personal use and the Vendor is prohibited from permitting or facilitating the same.

**37. PRIVACY, SECURITY, AND CONFIDENTIALITY:** The Vendor agrees that it will not disclose to anyone, directly or indirectly, any such personally identifiable information or other confidential information gained from the University, unless the individual who is the subject of the information consents to the disclosure in writing or the disclosure is made pursuant to the University's policies, procedures, and rules.

**Proposals are NOT to be marked as confidential or proprietary** Any Provisions regarding confidential treatment or non-disclosure of the terms and conditions of the Contract are hereby deleted. State contracts are public records under the West Virginia Freedom of Information Act ("FOIA") (W.Va. Code §29B-1-1, et. seq.) and public procurement laws. This Contract and other public records may be disclosed without notice to the vendor at the University's sole discretion. The University shall not be liable in any way for disclosure of any such records

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Any provisions regarding confidentiality of or non-disclosure related to contract performance are only effective to the extent they are consistent with FOIA and incorporated into the Contract through a separately approved and signed non-disclosure agreement.

**38. YOUR SUBMISSION IS A PUBLIC DOCUMENT:** Vendor's entire response to the Solicitation and the resulting Contract are public documents. As public documents, they will be disclosed to the public following the bid/proposal opening or award of the contract, as required by the competitive bidding laws of W. Va. Code §18B-5-4 and the Freedom of Information Act in W.Va. Code Chapter 29B.

**DO NOT SUBMIT MATERIAL YOU CONSIDER TO BE CONFIDENTIAL,  
CONTAINING A TRADE SECRET(S), OR IS OTHERWISE NOT SUBJECT TO  
PUBLIC DISCLOSURE.**

Submission of any bid, proposal, or other document to the Marshall University Office of Purchasing constitutes your explicit consent to the subsequent public disclosure of the bid, proposal, or document.

**39. LICENSING:** Vendor must be licensed and in good standing in accordance with any and all state and local laws and requirements by any state or local University of West Virginia, including, but not limited to, the West Virginia Secretary of State's Office, the West Virginia Tax Department, West Virginia Insurance Commission, or any other state University or political subdivision. Upon request, the Vendor must provide all necessary releases to obtain information to enable the University to verify that the Vendor is licensed and in good standing with the above entities.

**40. ANTITRUST:** In submitting a bid to, signing a contract with, or accepting an Award Document from Marshall University, the Vendor agrees to convey, sell, assign, or transfer to the University all rights, title, and interest in and to all causes of action it may now or hereafter acquire under the antitrust laws of the United States and the State of West Virginia for price fixing and/or unreasonable restraints of trade relating to the particular commodities or services purchased or acquired by Marshall University. Such assignment shall be made and become effective at the time the University tenders the initial payment to Vendor.

**41. THIRD-PARTY SOFTWARE:** If this Contract contemplates or requires the use of third-party software, the vendor represents that none of the mandatory click-through, unsigned, or web-linked terms and conditions presented or required before using such third-party software conflict with any term of this Addendum or that it has the authority to modify such third-party software's terms and conditions to be subordinate to this Addendum. The Vendor shall indemnify and defend the State against all claims resulting from an assertion that such third-party terms and conditions are not in accord with, or subordinate to, this Addendum.

**42. RIGHT TO REPOSSESSION NOTICE:** Any provision for repossession of equipment without notice is hereby deleted. However, the State does recognize a right of repossession with notice.

**43. VENDOR CERTIFICATIONS:** By signing its bid or entering into the Contract, Vendor certifies (1) that its bid or offer was made without prior understanding, agreement, or connection with any corporation, firm, limited liability company, partnership, person or entity submitting a bid or offer for the same material, supplies, equipment or services; (2) that its bid or offer is in all respects fair and without collusion or fraud; (3) that the Contract is accepted or entered into without any prior understanding, agreement, or connection to any other entity

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that could be considered a violation of law; and (4) that it has reviewed the Contract in its entirety; understands the requirements, terms and conditions, and other information contained herein. Vendor's signature on its bid or offer also affirms that neither it nor its representatives have any interest, nor shall acquire any interest, direct or indirect, which would compromise the performance of its services hereunder. Any such interests shall be promptly presented in detail to the University. The individual signing this bid or offer on behalf of Vendor certifies that he or she is authorized by the Vendor to execute this bid or offer or any documents related thereto on Vendor's behalf; that he or she is authorized to bind the Vendor in a contractual relationship; and that, to the best of his or her knowledge, the Vendor has properly registered with the all State agencies as required.

**44. VENDOR RELATIONSHIP:** The relationship of the Vendor to the University shall be that of an independent contractor and no principal-agent relationship or employer-employee relationship is contemplated or created by the Contract. The Vendor as an independent contractor is solely liable for the acts and omissions of its employees and agents. Vendor shall be responsible for selecting, supervising, and compensating any and all individuals employed pursuant to the terms of this Solicitation and resulting contract. Neither the Vendor, nor any employees or subcontractors of the Vendor, shall be deemed to be employees of the University for any purpose whatsoever. Vendor shall be exclusively responsible for payment of employees and contractors for all wages and salaries, taxes, withholding payments, penalties, fees, fringe benefits, professional liability insurance premiums, contributions to insurance and pension, or other deferred compensation plans, including but not limited to, Workers' Compensation and Social Security obligations, licensing fees, etc. and the filing of all necessary documents, forms, and returns pertinent to all of the foregoing. Vendor shall hold harmless the State, and shall provide the State and University with a defense against any and all claims including, but not limited to, the foregoing payments, withholdings, contributions, taxes, Social Security taxes, and employer income tax returns.

**45. INDEMNIFICATION:** The Vendor agrees to indemnify, defend, and hold harmless the State and the University, their officers, and employees from and against: (1) Any claims or losses for services rendered by any subcontractor, person, or firm performing or supplying services, materials, or supplies in connection with the performance of the Contract; (2) Any claims or losses resulting to any person or entity injured or damaged by the Vendor, its officers, employees, or subcontractors by the publication, translation, reproduction, delivery, performance, use, or disposition of any data used under the Contract in a manner not authorized by the Contract, or by Federal or State statutes or regulations; and (3) Any failure of the Vendor, its officers, employees, or subcontractors to observe State and Federal laws including, but not limited to, labor and wage, and hour laws.

**46. PURCHASING AFFIDAVIT:** In accordance with West Virginia Code §18B-5-5 and §5A-3-18 the University is prohibited from awarding a contract to any bidder that owes a debt to the State or a political subdivision of the State, Vendors are required to sign, notarize, and submit the Purchasing Affidavit to the Marshall University Office of Purchasing affirming under oath that it is not in default on any monetary obligation owed to the state or a political subdivision of the state.

**47. WEST VIRGINIA DRUG-FREE WORKPLACE CONFORMANCE AFFIDAVIT** West Virginia Alcohol and Drug-Free Workplace Act requires public improvement contractors to have and implement a drug-free workplace policy that requires drug and alcohol testing. This act is applicable to any construction, reconstruction, improvement, enlargement, painting, decorating or repair of any public improvement let to contract for which the value of contract is over \$100,000. No public authority may award a public improvement contract which is to be let to bid to a contractor unless the terms of the contract require the

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contractor and its subcontractors to implement and maintain a written drug-free workplace policy and the contractor and its subcontractors provide a sworn statement in writing, under the penalties of perjury, that they maintain a valid drug-free workplace policy.

**48. DISCLOSURE OF INTERESTED PARTIES** A state agency may not enter into a contract, or a series of related contracts, that has/have an actual or estimated value of \$1,000,000 or more until the business entity submits to the contracting state agency a Disclosure of Interested Parties to the applicable contract.

**49. CONFLICT OF INTEREST:** Vendor, its officers, members, or employees shall not presently have or acquire an interest, direct or indirect, which would conflict with or compromise the performance of its obligations hereunder. Vendor shall periodically inquire of its officers, members and employees to ensure that a conflict of interest does not arise. Any conflict of interest discovered shall be promptly presented in detail to the University.

**50. MARSHALL UNIVERSITY'S INFORMATION TECHNOLOGY SERVICES AND SUPPORT DEPARTMENT (IT) FEES:** If a vendor requires services through the Marshall University's IT Department, they must reimburse the University at the IT Rate Schedule which is located at: <https://www.marshall.edu/it/rates/>.

**51. PUBLICITY:** Vendor shall not, in any way or in any form, publicize or advertise the fact that Vendor is supplying goods or services to the University without the express written consent of the Marshall University Communications Department. Requests should be sent to [ucomm@marshall.edu](mailto:ucomm@marshall.edu).

**52. UNIVERSITY MARKS:** Vendor shall not, in any way or in any form use the University's trademarks or other intellectual property without the express written consent of the Marshall University Communications Department. Requests should be sent to [ucomm@marshall.edu](mailto:ucomm@marshall.edu).

**53. INTELLECTUAL PROPERTY:** The University will own all rights, title and interest in any and all intellectual property rights created in the performance or otherwise arising out of the agreement, and Vendor will execute any assignments of other documents necessary for the University to perfect such rights, provided that, for research collaboration pursuant to subcontracts under sponsored research agreements, intellectual property rights will be governed by the terms of the grant or contract to the University to the extent such intellectual property terms to apply to subcontractors.

**54. FERPA:** Vendor agrees to abide by the Family Education Rights and Privacy Act of 1974 ("FERPA). To the extent that Vendor receives personally identifiable information from education records as defined in (FERPA), Vendor agrees to abide by the limitations on re-disclosure set forth in which states that the officers, employees and agents of a party that receives education record information from Marshall may use the information, but only for the purposes for which the disclosure was made.

December 2, 2019

**55. REPORTS:** Vendor shall provide the University with the following reports identified by a checked box below:

- Such reports as the University may request. Requested reports may include, but are not limited to, quantities purchased, agencies utilizing the contract, total contract expenditures by University, etc.
- Quarterly reports detailing the total quantity of purchases in units and dollars, along with a listing of purchases by University.

**56. PREFERENCE FOR THE USE OF DOMESTIC STEEL PRODUCTS IN STATE CONTRACT PROJECTS:** Pursuant to W.Va. Code §5A-3-56, (a)(1) Except when authorized pursuant to the provisions of subsection (b) of this section, no contractor may use or supply steel products for a state contract project other than those steel products made in the United States. A contractor who uses steel products in violation of this section may be subject to civil penalties pursuant to W.Va. Code §5A-3-56. As used in this section (2):

(A) "State contract project" means any erection or construction of, or any addition to, alteration of or other improvement to any building or structure, including, but not limited to, roads or highways, or the installation of any heating or cooling or ventilating plants or other equipment, or the supply of any materials for such projects, pursuant to a contract with the State of West Virginia for which bids were solicited on or after the effective date of this section on or after June 6, 2001.

(B) "Steel products" means products rolled, formed, shaped, drawn, extruded, forged, cast, fabricated or otherwise similarly processed, or processed by a combination of two or more of such operations, from steel made by the open hearth, basic oxygen, electric furnace, bessemer or other steel making process.

(b) Notwithstanding any provision of subsection (a) of this section to the contrary, the Director of the West Virginia Department of Administration, Purchasing Division ("Director of the Purchasing Division") may, in writing, authorize the use of foreign steel products if:

(1) The cost for each contract item used does not exceed one tenth of one percent of the total contract cost or \$2,500, whichever is greater. For the purposes of this section, the cost is the value of the steel product as delivered to the project; or

(2) The Director of the Purchasing Division determines that specified steel materials are not produced in the United States in sufficient quantity or otherwise are not reasonably available to meet contract requirements.

**57. PREFERENCE FOR DOMESTIC ALUMINUM, GLASS AND STEEL PRODUCTS:**

In Accordance with W. Va. Code § 5-19-1 et seq.,

(a) Every state spending unit, as defined in chapter five-a, shall require that every contract or subcontract for the construction, reconstruction, alteration, repair, improvement or maintenance of public works or for the purchase of any item of machinery or equipment to be used at sites of public works contain a provision that, if any aluminum, glass or steel products are to be supplied in the performance of the contract, or subcontract, only domestic aluminum, glass or steel products shall be supplied unless the spending officer, as defined in chapter five-a, determines, in writing, after the receipt of offers or bids, that the cost of domestic aluminum, glass or steel products is unreasonable or inconsistent with the public interest or that domestic aluminum, glass or steel products are not produced in sufficient quantities to meet the contract requirements: Provided,

December 2, 2019

**DESIGNATED CONTACT:** Vendor appoints the individual identified in this Section as the Contract Administrator and the initial point of contact for matters relating to the Contract.

Melinda Brooks Branch Manager

(Name, Title)

Melinda Brooks Branch Manager

(Printed Name and Title)

1006 Washington Street East Charleston, WV 25301

(Address)

304 345 8367

(Phone Number)

(Fax Number)

melinda.brooks@adecco-na.com

(Email Address)

**CERTIFICATION AND SIGNATURE:** By signing below, or submitting documentation through BONFIRE, I certify that I have reviewed this Solicitation in its entirety; that I understand the requirements, terms and conditions, and other information contained herein; that this bid, offer or proposal constitutes an offer to Marshall University that cannot be unilaterally withdrawn; that the product or service proposed meets the mandatory requirements contained in the Solicitation for that product or service, unless otherwise stated herein; that the Vendor accepts the terms and conditions contained in the Solicitation, unless otherwise stated herein; that I am submitting this bid, offer or proposal for review and consideration; that I am authorized by the Vendor to execute and submit this bid, offer, or proposal, or any documents related thereto on Vendor's behalf; that I am authorized to bind the Vendor in a contractual relationship; and that to the best of my knowledge, the Vendor will properly register with the WV Purchasing Division and Marshall University.

Adecco USA, Inc

(Company)

Melinda Brooks

(Authorized Signature)

Melinda Brooks Branch Manager

(Printed Name and Title of Authorized Representative)

6/28/2021

(Date)

304 345 8367

(Phone Number)

(Fax Number)



MU22TEMPS  
Marshall University-Campus wide  
Temporary Employment Services  
Specifications

1. **Acceptance:** Vendor's signature on its bid signifies Vendor's agreement to be bound by and accept the terms and conditions contained in this Contract.
2. **Purpose:** This Contract aims to provide temporary employees to Marshall University upon request in the job classifications described in attachment A.
3. **Implementation:** A smooth implementation and transition process is desired, keeping some original staff in place.
4. **Requesting Service:** The hiring department will contact the vendor directly to request services under the contract and provide the nature of the duties required with the vendor confirming the appropriate job classification, bill rate, coverage period, and reporting before the arrival of the temporary employee at the department.
  - 4.1. The vendor must respond to the request for a Temporary Worker within forty-eight (48) hours or sooner.
  - 4.2. Departments will submit a requisition for commodities covered by the final contract to the Purchasing office. Purchasing will then issue a purchase order to the vendor as authorization for service.
5. **Interviews:** Some departments may request to interview temporary workers before filling positions to verify the individual has the qualifications for the temporary assignment.
6. **Pre-Screening:** The vendor will administer all necessary pre-qualifying tests to determine that each employee meets the requirements of each job. These tests may include appropriate physical examinations, criminal background checks, credit ratings, and verification of licenses and certifications.
  - 6.1. The vendor is responsible for pre-screening their employees. Marshall University will not pay for background checking services or other unnamed services for the vendor. A copy of the specific screening/checks performed must be provided to Marshall University. The screening/check must indicate the date of the last screening for the vendor's employee.
7. **Policies:** The vendor must be in compliance with and submit their policies on the following:
  - Sexual Harassment Awareness
  - Family & Medical Leave Act (FMLA)
  - Employee benefits
  - Hiring procedures and background checking
  - Other unnamed compliances and/or benefits

8. **Compensation:** The departments will pay for temporary services per the billing rates established in the contract. The vendor will be responsible for paying all insurance, taxes, and other unnamed costs, which may arise.
9. **Overtime:** Temporary employees who have received prior authorization to exceed forty (40) hours per week will be paid 1.5 times the hourly billing rate.
10. **Holiday:** Marshall University recognized days as holidays will be billed at 1.5 times the hourly billing rate. The vendor must pay the Temporary employee 1.5 times the Temporary Employee's regular wage.
11. **Absent Temporary Workers:** The temporary employee must notify the department immediately if they will be tardy or absent from work. It is recommended that the vendor checks with each temporary worker one day before the beginning of an assignment to verify the start date. Vendor(s) with a high percentage of "no shows" or a history of sending unacceptable temporary workers may jeopardize the continuation of the contract.
12. **Notice of Temporary Worker Replacement:** The vendor must provide one-week notice to the department should the vendor replace an existing temporary worker with a new worker.
13. **Removal of Temporary Workers:** If a department notifies the vendor, a person employed under the contract is incompetent, disorderly, or otherwise unsatisfactory. The individuals' dismissal from the department will be immediate or when safe to do so.
  - 13.1. A competent and satisfactory replacement must be provided to the department within twenty-four (24) hours following the dismissal.
  - 13.2. The unsatisfactory worker will not provide any future services connected with the contract without the prior written consent of the Contract Administrator or designee. Marshall University Office of Purchasing will serve as the Contract Administration for all matters pertaining to temporary employment services contract.
  - 13.3. If the vendor receives the unsatisfactory notification within forty-eight (48) hours, the vendor will not charge for time worked.
  - 13.4. If requested, a written statement outlining the University's reason(s) for deeming any person unsatisfactory can be supplied to the Contractor within forty-eight (48) hours following the dismissal. However, Marshall University is not required to justify any request to replace temporary personnel nor give advance notice of release.
14. **Conviction:** If the vendor provides a temporary worker convicted of stealing Marshall University property, equipment, or information. In that case, the vendor

is responsible for restitution to Marshall University for all losses, including but not limited to loss of use, loss of income, attorney's fees, and replacement of the stolen property or equipment.

**15. Temporary Worker's Job Classifications** (Job Description and requirements will be provided as Attachment 1).

- 15.1. Accounting Assistant I
- 15.2. Accounting Assistant II
- 15.3. Administrative Assistant
- 15.4. Administrative Assistant Senior
- 15.5. Administrative Assistant - Fairfield
- 15.6. Administrative Secretary Sr.
- 15.7. Business Clerk
- 15.8. Cashier
- 15.9. Cashier Lead
- 15.10. Customer Service Representative
- 15.11. Data Entry Operator
- 15.12. Data Technician I
- 15.13. Medical Records Assistant
- 15.14. Receptionist
- 15.15. Records Assistant I
- 15.16. Records Assistant II
- 15.17. Residence Hall Desk Coordinators
- 15.18. Secretary
- 15.19. Applications Systems Analyst Programmer
- 15.20. System Programmer
- 15.21. Building Service Worker

- 15.22. Campus Service Worker
  - 15.23. Laborer
  - 15.24. Parking Attendant
  - 15.25. Receiving Position
  - 15.26. Trades Specialist I
16. **Performance:** Vendor has agreed upon a schedule for the performance of the contract services and will perform in accordance with the terms of the contract.
17. **Travel:** The vendor will only be paid for Temporary Employee's travel in instances where the department specifically provides written authorization for the Temporary Employee to travel. The bill will only be for temporary employees working at a designated temporary employment location or on approved travel. There will be no charges for travel from the Temporary Employee's home to the designated temporary employment location. All reimbursements to Temporary Employee travel expenses must be in accordance with the State of West Virginia travel regulations.
18. **Facilities access:** In the event that access cards and/or keys are required:
- 18.1. The vendor will be responsible for paying the replacement fee if the cards or keys become lost or stolen.
  - 18.2. Temporary Employee or vendor must notify the department immediately of any lost, stolen, or missing card or key.
  - 18.3. Anyone performing under the final contract will be subject to Marshall University security protocol and procedures.
19. **Vendor Default:** The following shall be considered a vendor default under the final contract.
- 19.1. Failure to perform the contracted services in accordance with the requirements.
  - 19.2. Failure to comply with other specifications and requirements.
  - 19.3. Failure to comply with any laws, rules, and ordinances applicable to the contract services.
  - 19.4. Failure to remedy deficient performance upon request.
  - 19.5. The following remedies will be available to departments upon default.
    - 19.1.1. Immediate cancellation of the contract.

**19.1.2.** Immediate cancellation of one or more purchase orders issued under the contract.

**19.1.3.** Any other remedies available in law or equity.

**20. Contract Manager:** During the vendor's performance of the contract, the vendor must designate and maintain a primary contract manager responsible for overseeing the vendor's responsibilities under the contract. The Contract Manager must be available during normal business hours to address any customer service or other issues related to the contract.



## Accounting Assistant I Master

Job Description

### MASTER SPECIFICATION

#### JOB INFORMATION

Date:	1/9/2018 2:11:41 PM
Official Title:	Accounting Assistant I Master
System Affiliation:	
Employee Category:	
Pay Grade:	Pay Grade 2
Scheduled Hours	
Job Code:	553111
Job Family:	Finance & Accounting

#### JOB SUMMARY

The Accounting Assistant I performs routine and repetitive accounting duties in support of the financial aspects of a unit.

#### NATURE OF WORK

The Accounting Assistant I is responsible for performing a variety of tasks of basic complexity to support the major accounting activities of the institution, such as processing of accounting or fiscal related transactions for an institutional accounting function and serving as an informational resource for departments, offices, or centers. Additional responsibilities may include providing accounting clerical support for an Accounts Payable, Accounts Receivable, Travel, P-card accounts, student accounts, or General Accounting section. Job responsibilities require knowledge of institutional enterprise, financial, and accounting systems, as well as basic ability to use MS Word and Excel to complete clerical accounting transactions. Work is closely supervised, with limited opportunity for independent action or decision-making, and consists of tasks that are routine, or well-defined, with specific instructions to achieve standards. Decisions are limited to the application of standardized or accepted practices and errors could result in moderate costs and inconveniences within the affected area.

#### Distinguishing Characteristics

##### Examples of Duties

##### Essential Functions

- Interacts with and responds to customers with routine questions or problems related to specific accounting functions. More complex issues may be referred to supervision.
- Ensures transactions are administratively compliant with institutional policies using established guidelines and processes.
- Uses institutional financial System to process, code, and post routine accounting transactions such as travel reimbursements, invoices, check requests, P-card charges, etc.
- Totals and calculates cash, credit card and checks received. May make daily bank deposits and keeps accurate records of bank transactions.
- Creates new vendor accounts or enter vendor updates in system.
- Audits, verifies, and processes travel expense reports, state contract agreements, and institutional rules/policies to ensure compliance and accurate travel reimbursement processing.
- Finds and researches inconsistencies in transactions and contacts departments/college for additional information.
- Receives, audits, and researches P-card transactions based on the department budget and P-card limits. Researches rejected charges due to budget errors.
- Audits wire transfers or inter-departmental expenditure transfers.
- Reviews and verifies charges/credits made to individual student accounts.
- Performs other job related duties as assigned.

##### Additional Responsibilities

- May work with regular vendors in placing and verifying orders and tracking invoices.
- May process, code, and enter invoices and receipts for Accounts Payable transactions; review A/P transactions for accuracy, contractual compliance (if applicable), and proper documentation; research lost payments.
- Performs other functions as required or assigned. Also complies with all Policies and Standards.*

#### QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education**

<i>Education Level</i>	<i>Field of Study</i>	<i>Req</i>	<i>Pref</i>	<i>And/Or</i>
Associate's degree, or vocational or technical school degree	Related field	X		

**Additional Experience**

[Check here if experience may substitute for some of the above education and describe how.](#)

X

**Work Experience**

<i>Experience</i>	<i>Experience Details</i>	<i>Req</i>	<i>Pref</i>
1 year +	Related work experience	X	



## Accounting Assistant II Master

### Job Description

### MASTER SPECIFICATION

#### JOB INFORMATION

Date:	1/9/2018 2:11:54 PM
Official Title:	Accounting Assistant II Master
System Affiliation:	
Employee Category:	
Pay Grade:	Pay Grade 2
Scheduled Hours	
Job Code:	553770
Job Family:	Finance & Accounting

#### JOB SUMMARY

The Accounting Assistant II performs routine to moderately complex accounting and payroll functions, including budgetary matters, payroll, and record control.

#### NATURE OF WORK

The Accounting Assistant II is responsible for performing tasks of a basic to moderate complexity to support the major accounting activities and functions of the institution. The primary duties of this position involve the processing of accounting or fiscal related transactions for an institutional accounting function and serving as an informational resource for departments, colleges, offices or centers. Job responsibilities require knowledge of institutional enterprise, financial, and accounting systems as well as the basic ability to use MS Word and Excel to complete clerical accounting transactions. Work is closely supervised, with limited opportunity for independent action or decision-making, and consists of tasks that are routine, or well-defined, with specific instructions to achieve standards. Decisions are limited to the application of standardized or accepted practices and errors could result in some costs and inconveniences within the affected area.

#### Distinguishing Characteristics

##### Examples of Duties

##### Essential Functions

Interacts with and responds to customers with routine questions or problems related to specific accounting functions. Issues that are more complex may be referred to supervision.

Ensures transactions are administratively compliant with institutional policies using established guidelines and processes.

Uses an institutional financial system to process, code, and post routine accounting transactions such as travel reimbursements, invoices, check requests, P-card charges, etc.

Totals and calculates cash, credit card and checks received. May make daily bank deposits and keeps accurate records of bank transactions.

Processes, codes, and enters invoices and receipts for Accounts Payable transactions. Reviews A/P transactions for accuracy, contractual compliance (if applicable), and proper documentation; researches lost payments.

Creates new vendor accounts or enter vendor updates in system.

Audits, verifies, and processes travel expense reports, state contract agreements, and institutional rules/policies to ensure compliance and accurate travel reimbursement processing.

Finds and researches inconsistencies in transactions and contacts departments/college for additional information. May review discrepancies from reports generated by the financial system.

Receives, audits, and researches P-card transactions based on the department budget and P-card limits. Researches rejected charges due to budget errors.

Audits wire transfers or inter-departmental expenditure transfers.

Reviews and verifies charges/credits made to individual student accounts.

Performs other job related duties as assigned.

##### Additional Responsibilities

May Supervise Accounting Clerks or Accounting Assistants I.

*Performs other functions as required or assigned. Also complies with all Policies and Standards.*



**QUALIFICATIONS**

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**Education**

<i>Education Level</i>	<i>Field of Study</i>	<i>Req</i>	<i>Pref</i>	<i>And/Or</i>
Associate’s degree, or vocational or technical school degree	Accounting, Finance or another related degree	X		

**Additional Experience**

*Check here if experience may substitute for some of the above education and describe how.*

X

**Work Experience**

<i>Experience</i>	<i>Experience Details</i>	<i>Req</i>	<i>Pref</i>	
2 year +	Directly related work experience	X		



## Administrative Assistant Master

### Job Description

### MASTER SPECIFICATION

#### JOB INFORMATION

Date:	1/17/2018 5:08:52 PM
Official Title:	Administrative Assistant Master
System Affiliation:	
Employee Category:	
Pay Grade:	Pay Grade 3
Scheduled Hours	
Job Code:	323112
Job Family:	Administrative Support

#### JOB SUMMARY

The Administrative Assistant provides high-level administrative assistance to executives and supports the general administrative functions of a wide variety of academic or administrative units.

#### NATURE OF WORK

The Administrative Assistant is responsible for assisting a Director, Assistant/Associate Vice President, or other high-level administrator of a program by performing varied routine to complex administrative tasks and relieving the administrator of a variety of administrative details. Job responsibilities provide support-type services to increase the capacity of the Director, or other appropriate high-level administrator, to carry out responsibilities. Work is closely supervised and performed using self-initiative without detailed instruction. Problems and decisions faced in this position may involve non-routine situations within established protocol, guidelines, and/or policies. Errors could easily result in moderate costs and inconveniences within the affected area.

#### Distinguishing Characteristics

##### Examples of Duties

##### Essential Functions

Provides customer service to internal and external customers. Responds to routine inquiries, directing more complex inquiries to appropriate individuals.

Takes messages, greets, and directs others to appropriate person(s) for assistance.

Schedules meetings, events, and classrooms.

Assists with routine travel arrangements and special events.

Prepares routine typing or data entry.

Updates and processes routine documents.

Sorts, distributes, and circulates mail.

Orders routine supplies. Maintains department files and databases.

Provides routine posting of financial records, including payroll.

Performs other job related duties as assigned.

*Performs other functions as required or assigned. Also complies with all Policies and Standards.*

#### QUALIFICATIONS

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

##### Education

<i>Education Level</i>	<i>Field of Study</i>	<i>Req</i>	<i>Pref</i>	<i>And/Or</i>
Bachelor's degree	Office Administration or a field directly related to the area of assignment	X		

**Additional Experience**

[Check here if experience may substitute for some of the above education and describe how.](#)

X

**Work Experience**

<i>Experience</i>	<i>Experience Details</i>	<i>Req</i>	<i>Pref</i>
1 year +	Directly related work experience in support of an administrator or work unit	X	



## Administrative Assistant Senior Master

### Job Description

### MASTER SPECIFICATION

#### JOB INFORMATION

Date:	1/17/2018 5:08:44 PM
Official Title:	Administrative Assistant Senior Master
System Affiliation:	
Employee Category:	
Pay Grade:	Pay Grade 4
Scheduled Hours	
Job Code:	323113
Job Family:	Administrative Support

#### JOB SUMMARY

The Administrative Assistant Senior provides high-level administrative assistance to executives and supports the general administrative functions of a wide variety of academic or administrative.

#### NATURE OF WORK

This senior-level position is responsible for assisting a Director, Assistant/Associate Vice President, or other high-level administrator of a program by performing varied routine to complex administrative tasks and relieving the administrator of a variety of administrative details. Job responsibilities provide support-type services to increase the capacity of the Director, or other appropriate high-level administrator, to carry out responsibilities. This position differs from lower-level Administrative Assistants in that the Administrative Assistant Senior either works in a larger unit or college with a greater span of responsibility or impact, or in supervision. Work is performed under immediate supervision, using self-initiative without detailed instruction. This position exercises sound judgment in planning and organizing own work but must adhere to specific times, processes, and results standards. Problems faced in this position are varied, often complex, and occasionally ill-defined, requiring analysis and interpretation of the situation. Decisions have significant, broad implications for the management and operations of a division/entire institution.

#### Distinguishing Characteristics

##### Examples of Duties

##### Essential Functions

Provides customer service to internal and external customers. Responds to routine inquiries, directing more complex inquiries to appropriate individuals.

Takes messages, greets, and directs others to appropriate person(s) for assistance.

Schedules meetings, events, and classrooms.

Assists with routine travel arrangements and special events.

May supervise or oversee the work of student employee or lower-level clerical staff.

Prepares routine typing or data entry.

Updates and processes routine documents.

Sorts, distributes, and circulates mail.

Orders routine supplies. Maintains department files and databases.

Provides routine posting of financial records, including payroll.

Performs other job related duties as assigned.

*Performs other functions as required or assigned. Also complies with all Policies and Standards.*

#### QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education**

<i>Education Level</i>	<i>Field of Study</i>	<i>Req</i>	<i>Pref</i>	<i>And/Or</i>
Bachelor's degree	Office Administration or a field directly related to the area of assignment	X		

**Additional Experience**

[Check here if experience may substitute for some of the above education and describe how.](#)

X

**Work Experience**

<i>Experience</i>	<i>Experience Details</i>	<i>Req</i>	<i>Pref</i>
2 year +	Directly related work experience in support of an administrator or work unit	X	

## Item 15.5

### ADMINISTRATIVE ASSISTANT - FAIRFIELD

**General Function:** Responsible for performing diverse administrative assistance and general office support services to the Fairfield Landing residents and management. Those hired must also be flexible and be able to be managed by two separate entities: Marshall University and the awarded vendor.

**Duties and Responsibilities:**

Provide a high level of customer service to walk-in visitors and tenants. Completes office administrative tasks such as, but not limited to – filing, answering phone/emails, mail, and resident communication. Provides a positive first impression in explaining Fairfield Landing policies, procedures, and services. Refers visitors to appropriate staff or outside agencies; initiates appropriate action and conducts follow-up. Takes tasks and works independently and with accuracy. Respond to prospective and current tenants through various forms of communication about the complex and local area. Works with Housekeeping and Maintenance to address the needs of the building. Communicate with the Property Manager and other university personnel daily. Other duties as assigned.

**Qualifications:**

High school diploma or equivalent  
Customer Service/Hospitality  
Strong Organizational Skills  
Microsoft Office Efficient  
Strong Verbal and Written Skills  
Time Management

Excellent communication and interpersonal skills to deal effectively with residents, University staff, and visitors to the complex; ability to interact with and coordinate activities with other departments/partners; may occasionally require dealing with un-happy residents/constituents regarding various matters. Ability to independently organize and schedule assigned work to meet established deadlines in an environment where interruptions may occur frequently and interpret, comprehend, and process complex and technical information. Operate a computer and programs at a high level of proficiency.



## Administrative Secretary Senior Master

### Job Description

#### MASTER SPECIFICATION

#### JOB INFORMATION

Date:	1/17/2018 5:10:56 PM
Official Title:	Administrative Secretary Senior Master
System Affiliation:	
Employee Category:	
Pay Grade:	Pay Grade 3
Scheduled Hours	
Job Code:	453115
Job Family:	Office Support

#### JOB SUMMARY

The Administrative Secretary Senior provides lead administrative and secretarial support for a department, institute, center, academic area, or program by performing a variety of complex clerical and administrative duties.

#### NATURE OF WORK

The Administrative Secretary Senior is responsible for performing an array of complex secretarial and data entry duties to support the operations of an institutional unit, department, or program. This is a nonsupervisory position, but may assist in assigning work to student or temporary workers. Work is performed under immediate supervision, following established instructions and procedures. Problems faced in this position are varied, requiring analysis and interpretation of the situation. Decisions are limited to the application of standardized or accepted practices and errors could result in some costs and inconveniences within the affected area.

#### Distinguishing Characteristics

##### Examples of Duties

##### Essential Functions

Receives, opens, date stamps, and sorts departmental mail. Delivers mail to appropriate recipients. Prepares mail for pick-up and keeps mailing supplies stocked.

Files documents, and prepares files, folders and labels.

Composes routine correspondence and forms. Proofreads correspondence and reports for spelling, punctuation, and grammar errors.

Performs moderate to complex data entry duties into computer systems.

Barcodes documents and other items as required.

Receives, scans and/or faxes documents.

Makes copies on standard office or high volume copiers. Assembles basic, moderate, and complex copy projects. May use binding, folding, stuffing or stapling equipment.

Maintains office supplies and keeps an inventory of materials and supplies.

Answers phones and takes messages. Greets visitors and refers them to appropriate individuals. May notify staff of urgent needs via two-way radio or another device.

Performs "call center" responsibilities for a department, handling and fulfilling routine inquiries for information, publications, forms, etc.

Schedules and sets up simple events, staff meetings and appointments.

Posts notices on and maintains office bulletin boards.

Performs other job related duties as assigned.

##### Additional Responsibilities

May run a variety of errands for the department as needed.

*Performs other functions as required or assigned. Also complies with all Policies and Standards.*

## QUALIFICATIONS

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

### Education

<i>Education Level</i>	<i>Field of Study</i>	<i>Req</i>	<i>Pref</i>	<i>And/Or</i>
Vocational or technical training	Business or secretarial training obtained through a post-high school program of up to eighteen (18) months	X		

### Additional Experience

[Check here if experience may substitute for some of the above education and describe how.](#)

X

### Work Experience

<i>Experience</i>	<i>Experience Details</i>	<i>Req</i>	<i>Pref</i>
2 year +	Directly related work experience	X	





## Business Clerk Master

### Job Description

#### MASTER SPECIFICATION

#### JOB INFORMATION

Date:	6/29/2017 1:30:01 PM
Official Title:	Business Clerk Master
System Affiliation:	
Employee Category:	
Pay Grade:	Pay Grade 2
Scheduled Hours	
Job Code:	453536
Job Family:	Finance & Accounting

#### JOB SUMMARY

The Business Clerk provides administrative support to project management, project engineers, and project accountants to achieve the institutional construction and/or renovation objectives of the unit or department.

#### NATURE OF WORK

The Business Clerk is responsible for assisting in the execution of new institutional construction projects and major renovations, by maintaining accurate, orderly, and complete legal documents and project files. This position works closely with project staff and external contractors to complete and document daily project activities and functions. Additional responsibilities include performing a variety of administrative and clerical tasks to support the daily operations of the office/department/unit. Job responsibilities require the ability to communicate both verbally and in writing in a professional manner and maintain a high-level of confidentiality. Under immediate supervision, this position performs a relatively small number of tasks/duties by selecting correct processes from clearly prescribed rules and specific instructions. Decisions are limited to the application of standardized or accepted practices and errors could result in some costs and inconveniences within the affected area.

#### Distinguishing Characteristics

*Performs other functions as required or assigned. Also complies with all Policies and Standards.*

#### QUALIFICATIONS

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*



## Cashier Master

### Job Description

## MASTER SPECIFICATION

### JOB INFORMATION

Date:	1/17/2018 5:32:07 PM
Official Title:	Cashier Master
System Affiliation:	
Employee Category:	
Pay Grade:	Pay Grade 1
Scheduled Hours	
Job Code:	453212
Job Family:	Finance & Accounting

### JOB SUMMARY

The Cashier receives payment in the form of cash, checks, wire transfers, or credit/debit card transactions for goods or services purchased/rendered and assists customers with various questions typically related to the payment, account balance, or item(s) purchased.

### NATURE OF WORK

The Cashier is responsible for performing a variety of cash collections transactions including but not limited to accepting payment for goods or services, verifying customer identity and payment type received, issuing refunds, checking and verifying account balances for customers, and monitoring the transfer of funds as payment. This position differs from other clerical support positions by the high level of contact with customers and the primary function of collecting payments and balancing payments received. Job responsibilities require the ability to provide excellent customer service as well as perform cashing activities in an accurate and efficient manner. Work is closely supervised with limited opportunity for independent action or decision-making and primarily consists of tasks that are routine, or well-defined, with specific instructions. Decisions are infrequent and errors could result in some costs and inconveniences within the affected area.

### Distinguishing Characteristics

#### Examples of Duties

#### Essential Functions

- Accepts payments and/or gives refunds to customers for specific fees due or goods/services received.
- Enters or scans purchased items into cash register or computer system in order to calculate total purchase price or amount due.
- Pulls up payment due on accounts and answers any questions from the customer; creates new customer accounts.
- Prepares payment vouchers, receipts, deposit slips, and related documents which record cash transactions.
- Accepts cash, checks, wire transfers, or credit cards for payment and completes check and credit card transactions according to established guidelines.
- Counts money, gives change and provides a receipt of purchase.
- Answers customer questions about transactions, goods, services, or fees within area of personal knowledge.
- Requests customer identification for specific transactions such as credit card and check payments, applicable discounts, and requests for account information.
- Maintains sufficient amounts of change in cash drawer; keeps register/counter area neat and stocked with necessary supplies.
- Performs other job related duties as assigned.
- Performs other functions as required or assigned. Also complies with all Policies and Standards.*

### QUALIFICATIONS

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

#### Education

Education Level	Field of Study	Req	Pref	And/Or

High school diploma or GED

X

**Work Experience**

<i>Experience</i>	<i>Experience Details</i>	<i>Req</i>	<i>Pref</i>
No experience		X	
Minimum 6 months	Experience in a position handling cash and other forms of payment or public contact		X



## Cashier Lead Master

### Job Description

## MASTER SPECIFICATION

### JOB INFORMATION

Date:	1/17/2018 5:32:24 PM
Official Title:	Cashier Lead Master
System Affiliation:	
Employee Category:	
Pay Grade:	Pay Grade 1
Scheduled Hours	
Job Code:	453213
Job Family:	Finance & Accounting

### JOB SUMMARY

The Cashier Lead receives payment in the form of cash, checks, wire transfers, or credit/debit card transactions for goods or services purchased/rendered and assists customers with various questions typically related to the payment, account balance, or item(s) purchased.

### NATURE OF WORK

The Cashier Lead is responsible for performing a variety of cash collections transactions including but not limited to accepting payment for goods or services, verifying customer identity and payment type received, issuing refunds, checking and verifying account balances for customers, and monitoring the transfer of funds as payment. This position differs from lower-level Cashiers in scope of responsibility for overseeing the work of lower-level Cashiers as well as for handling large sums of money on a daily basis and the daily reconciliation and balancing of the operations at the end of each business day. Job responsibilities require the ability to provide excellent customer service as well as perform cashiering activities in an accurate and efficient manner. Work is closely supervised with limited opportunity for independent action or decision-making and primarily consists of tasks that are routine, or well-defined, with specific instructions. Decisions are infrequent and errors could result in some costs and inconveniences within the affected area.

### Distinguishing Characteristics

#### Examples of Duties

#### Essential Functions

- Oversees and accepts payments and/or gives refunds to customers for specific fees due or goods/services received.
- Enters or scans purchased items into cash register or computer system in order to calculate total purchase price or amount due.
- Pulls up payment due on accounts and answers any questions from the customer; creates new customer accounts.
- Prepares payment vouchers, receipts, deposit slips, and related documents which record cash transactions.
- Counts money, gives change and provides a receipt of purchase.
- Answers customer questions about transactions, goods, services, or fees within area of personal knowledge.
- Requests customer identification for specific transactions such as credit card and check payments, applicable discounts, and requests for account information.
- Maintains sufficient amounts of change in cash drawer; keeps register/counter area neat and stocked with necessary supplies.
- Handles large sums of money and balances cash drawer and receipts at the end of the shift and documents any discrepancies.
- Keeps register/counter area neat and stocked with necessary supplies.
- Performs other job relate duties as assigned.

*Performs other functions as required or assigned. Also complies with all Policies and Standards.*

### QUALIFICATIONS

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

#### Education

<i>Education Level</i>	<i>Field of Study</i>	<i>Req</i>	<i>Pref</i>	<i>And/Or</i>
High school diploma or GED		X		
<b>Work Experience</b>				
<i>Experience</i>	<i>Experience Details</i>	<i>Req</i>	<i>Pref</i>	
Minimum 6 months	Work experience in a position handling cash and other forms of payment	X		

## Item 15.10

### CUSTOMER SERVICE REPRESENTATIVE

#### **Duties and Responsibilities:**

- Performs general office duties in support of the department, including answering a multi-line telephone, distributing mail, provides technical information and guidance to students, staff, faculty, and visitors via phone or in-person.
- Process data entry promptly.
- Distribute and maintain handheld computers for downloading computerized citation information.
- Assign permanent and temporary parking permits to students, staff, faculty, and visitors.
- Collect fees for permits and citations. Reconcile cash and other payment methods with the department-established procedure.
- Complete departmental reports and forms.
- Provide directions, parking alternatives, and campus information upon the request of visitors, students, staff, and faculty.
- Responds to request for assistance from the parking enforcement officers.
- Act upon all comments and complaints in a prompt and friendly manner.
- Performs other related duties as assigned.



## Data Entry Operator Master

### Job Description

### MASTER SPECIFICATION

#### JOB INFORMATION

Date:	1/17/2018 6:38:28 PM
Official Title:	Data Entry Operator Master
System Affiliation:	
Employee Category:	
Pay Grade:	Pay Grade 2
Scheduled Hours	
Job Code:	453260
Job Family:	Informations Systems/Techn

#### JOB SUMMARY

The Data Entry Operator performs routine and repetitive data entry tasks involving the operation of a personal computer or mainframe terminal.

#### NATURE OF WORK

The Data Entry Operator is responsible for performing repetitive work in the transcription of alphabetical/numerical data from a source document into a computer readable format which provides the basis for a variety of statistical records and reports. Job responsibilities require computer knowledge and skills as related to data entry, downloads, etc. Work is closely supervised with limited opportunity for independent action or decision-making and primarily consists of tasks that are routine, or well-defined, with specific instructions. Decisions are limited to the application of standardized or accepted practices and errors could result in some costs and inconveniences within the affected area.

#### Distinguishing Characteristics

##### Examples of Duties

##### Essential Functions

Operates data terminals in the processing of various information for accounting and statistical reports.

Enters data from source document(s).

Maintains batch information.

Performs routine clerical duties in preparing data to be processed and entering data, including arithmetical calculations and memorization of codes.

Performs other job related duties as assigned.

*Performs other functions as required or assigned. Also complies with all Policies and Standards.*

#### QUALIFICATIONS

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

##### Education

Education Level	Field of Study	Req	Pref	And/Or
Vocational or technical training	Business, technical, or vocational education or training of up to eighteen (18) months beyond high school	X		

**Additional Experience**

*Check here if experience may substitute for some of the above education and describe how.*

X

**Work Experience**

<i>Experience</i>	<i>Experience Details</i>	<i>Req Pref</i>	
Minimum 6 months	Clerical experience	X	
	Preferably with an emphasis on data entry and computer technology skills		X





## Data Technician I Master

Job Description

### MASTER SPECIFICATION

#### JOB INFORMATION

Date:	1/17/2018 6:43:26 PM
Official Title:	Data Technician I Master
System Affiliation:	
Employee Category:	
Pay Grade:	Pay Grade 3
Scheduled Hours	
Job Code:	553264
Job Family:	Informations Systems/Techn

#### JOB SUMMARY

The Data Technician I performs routine tasks involving data entry into institutional systems, to include the running of reports and retrieval of data to generate mailing lists and labels.

#### NATURE OF WORK

The Data Technician I is responsible for performing basic and routine data entry of information to maintain database(s) through custom software. Additional responsibilities include ensuring the accuracy and efficient retrieval of processed data, as well as proofing material(s) entered and generating data reports, as required. Job responsibilities require skill, knowledge, and application of modern office practices and procedures. Work is performed under immediate supervision and consists of tasks that are routine, or well-defined, with specific instructions to achieve standards. Decisions are infrequent and errors could result in some minor inconveniences and costs within the affected area.

#### Distinguishing Characteristics

##### Examples of Duties

##### Essential Functions

Performs data entry using word processing, spreadsheet or database commands and formats material as required.

Prepares graphic exhibits using software for presentations and agendas.

Enters, revises and/or combines materials such as research samples, numerical data, laboratory record logs and preformatted data retrieval information.

Creates data directories/subdirectories for file and report generation retrieval purposes. Maintains paper and/or disk file of entered data.

Performs routine maintenance tasks related to hardware/software or files technical assistance requests as necessary.

Reviews discrepancies in data received, requests clarification, or advises supervisor of issues related to data and performs data verification routines in accordance with company procedures.

Interacts with departmental and other staff on matters affecting data and publications flow and makes recommendations for improvement or enhancement to job processes to ensure standards in data entry, collection, and retrieval.

Performs other job related duties as assigned.

*Performs other functions as required or assigned. Also complies with all Policies and Standards.*

#### QUALIFICATIONS

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

##### Education

<i>Education Level</i>	<i>Field of Study</i>	<i>Req</i>	<i>Pref</i>	<i>And/Or</i>
High school diploma or GED		X		And
Vocational or technical training	Additional vocational or technical training of up to eighteen (18) months beyond high school	X		

**Additional Experience**

*Check here if experience may substitute for some of the above education and describe how.*

X

**Work Experience**

<i>Experience</i>	<i>Experience Details</i>	<i>Req</i>	<i>Pref</i>
1 year +	Data entry work experience	X	



# Medical Records Assistant Master

Job Description

## MASTER SPECIFICATION

### JOB INFORMATION

Date:	1/17/2018 6:03:27 PM
Official Title:	Medical Records Assistant Master
System Affiliation:	
Employee Category:	
Pay Grade:	Pay Grade 2
Scheduled Hours	
Job Code:	453988
Job Family:	Health Science

### JOB SUMMARY

The Medical Records Assistant provides basic and routine clerical, data-entry, hard-copy filing, and retrieval duties in a medical records unit.

### NATURE OF WORK

The Medical Records Assistant is responsible for performing basic and routine clerical tasks to support the accurate and effective management of information records in a medical records unit, which includes both electronic data and paper files. This position performs job responsibilities in a health care institution, but typically does not have any interaction with patients. Job responsibilities require frequent interactions with registration areas and physicians' offices to gather necessary patient information, deliver requested files, and ensure the accuracy of records. Work is closely supervised, with limited opportunity for independent action or decision-making, and consists of tasks that are routine, or well-defined, with specific instructions to achieve standards. Decisions are infrequent and errors could result in minor inconveniences and costs within the affected area.

### Distinguishing Characteristics

#### Examples of Duties

##### Essential Functions

- Creates new medical records and retrieves existing medical records by gathering appropriate record folders and contents; assigning and recording new record numbers; verifying existing record numbers; inputting and recording locations to computer.
- Initiates the medical record by creating and processing the patient care record folder.
- Retrieves medical records by following chart-out procedures; documenting reasons charts cannot be retrieved for statistical and follow-up purposes.
- Delivers records to assigned areas of the hospital by following established routing procedures.
- Maintains continuity of work operations by documenting and communicating actions, irregularities, and continuing needs.
- Maintains patient confidence by keeping records information confidential.
- Performs other job related duties as assigned.

*Performs other functions as required or assigned. Also complies with all Policies and Standards.*

### QUALIFICATIONS

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

#### Education

Education Level	Field of Study	Req	Pref	And/Or
-----------------	----------------	-----	------	--------

X

**Work Experience**

<i>Experience</i>	<i>Experience Details</i>	<i>Req</i>	<i>Pref</i>
1 year +	Clerical, filing, data-entry, or public contact work experience	X	



### MASTER SPECIFICATION

#### JOB INFORMATION

Date:	1/17/2018 6:24:52 PM
Official Title:	Receptionist Master
System Affiliation:	
Employee Category:	
Pay Grade:	Pay Grade 1
Scheduled Hours	
Job Code:	453578
Job Family:	Office Support

#### JOB SUMMARY

The Receptionist serves as the first point of contact with visitors and customers and provides assistance to individuals by responding to routine questions; providing general information; answering the main phone line; making reservations; managing electronic calendars; and performing general clerical duties such as data entry, typing and faxing.

#### NATURE OF WORK

The Receptionist is primarily responsible for greeting and assisting customers (visitors, students, faculty, and staff) in face-to-face interactions or by telephone, serving as the first point of contact. Additional responsibilities include performing general clerical support such as filing, mailing distribution, phone support, data entry and basic document creation. This position is distinguished from other levels of support positions by the nature of work, which consists of assisting and directing customers as they arrive as well as responding to customer questions and requests via phone, in-person, fax, or email to support the general office/department workflow. Job responsibilities require basic computer and customer service skills; however, the specific responsibilities of this position can be learned through on the job training. Work is closely supervised, with limited opportunity for independent action or decision-making, and consists of tasks that are routine, or well-defined, with specific instructions to achieve standards. Decisions are infrequent and errors could result in minor inconveniences and costs within the affected area.

#### Distinguishing Characteristics

##### Examples of Duties

##### Essential Functions

- Greets visitors and customers and notifies department/office staff of arrivals.
- Assists visitors and customers with general questions such as who to contact, office hours, releasing basic account/status information, and responds to routine questions regarding the office/program/department to which assigned.
- Operates and manages multi-line telephones and routes incoming phone calls.
- Organizes and prioritizes front desk tasks such as managing and monitoring electronic calendars for conference rooms, personal appointments, meetings, and events.
- Performs general data entry.
- Makes reservations such as travel arrangements or lunch reservations as necessary.
- Distributes correspondence and information to appropriate persons in the office/department.
- Stocks supplies and keeps office inventory.
- Signs for packages and receives mail. Sorts and distributes the office mail.
- Keeps the front office area and any public areas in neat and orderly condition.
- Performs other related duties as assigned.

*Performs other functions as required or assigned. Also complies with all Policies and Standards.*

#### QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education**

<i>Education Level</i>	<i>Field of Study</i>	<i>Req</i>	<i>Pref</i>	<i>And/Or</i>
High school diploma or GED		X		

**Work Experience**

<i>Experience</i>	<i>Experience Details</i>	<i>Req</i>	<i>Pref</i>	
No experience		X		
Minimum 6 months	Related work experience		X	



## Records Assistant I Master

### Job Description

### MASTER SPECIFICATION

#### JOB INFORMATION

Date:	1/17/2018 6:25:39 PM
Official Title:	Records Assistant I Master
System Affiliation:	
Employee Category:	
Pay Grade:	Pay Grade 2
Scheduled Hours	
Job Code:	453579
Job Family:	Admissions/Records

#### JOB SUMMARY

The Records Assistant I performs data entry, verifies information, and handles routine requests for student records, transcripts, and related information. This position also provides routine advice and guidance to staff, students and members of the general public regarding the registration process.

#### NATURE OF WORK

The Records Assistant I functions as the first of three levels of Records Assistant responsible for assisting in maintain all student records as well as for full customer service duties including answering phones and helping visitors to the office. This position is typically assigned to the institution's Registrar or Admissions Records Office. Job responsibilities include preparing correspondence to and for students and former students, entering and retrieving data from automated systems, and responding to requests for academic transcripts. Work is closely supervised, with limited opportunity for independent action or decision-making, and consists of tasks that are routine, or well-defined, with specific instructions to achieve standards. Decisions are infrequent and errors could result in minor costs and inconveniences within the affected area.

#### Distinguishing Characteristics

##### Examples of Duties

##### Essential Functions

Processes requests for transcripts, student grade records, course descriptions, and other information in accordance with privacy laws and institutional policies.

Orders transcripts through mainframe computer; checks transcripts to verify accuracy; validates and distributes transcripts according to requests.

Greets visitors in person or on the phone, providing customer service with advice and guidance regarding the registration process; may refer customers to appropriate department or institutional site.

Responds to inquiries by telephone or letter regarding academic standing, transcript problems, and unclear or irregular transcript requests.

Processes name changes and updates other academic and demographic information in files and on computer.

Provides transcripts, enrollment verification, and degree certifications by mail, FAX, or telephone, according to prescribed procedures; advises students concerning their records.

Maintains files in proper order; pulls records for processing and refiles.

Maintains logs of records release transactions initiated by other departments.

Performs other job related duties as assigned.

##### Additional Responsibilities

May process cash receipts and cash-related transactions, such as money lists for deposits.

May post transfer credits.

*Performs other functions as required or assigned. Also complies with all Policies and Standards.*

#### QUALIFICATIONS

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**Education**

<i>Education Level</i>	<i>Field of Study</i>	<i>Req</i>	<i>Pref</i>	<i>And/Or</i>
High school diploma or GED		X		

**Work Experience**

<i>Experience</i>	<i>Experience Details</i>	<i>Req</i>	<i>Pref</i>
No experience		X	
Minimum 6 months	Public contact or clerical experience		X





## Records Assistant II Master

### Job Description

### MASTER SPECIFICATION

#### JOB INFORMATION

Date:	1/17/2018 6:25:59 PM
Official Title:	Records Assistant II Master
System Affiliation:	
Employee Category:	
Pay Grade:	Pay Grade 2
Scheduled Hours	
Job Code:	453580
Job Family:	Admissions/Records

#### JOB SUMMARY

The Records Assistant II performs data entry, verifies information, and handles routine requests for student records, transcripts, and related information. This position also provides routine advice and guidance to staff, students and members of the general public regarding the registration process.

#### NATURE OF WORK

The Records Assistant II functions as the second of three levels of Records Assistant responsible for assisting in maintain all student records as well as for full customer service duties including answering phones and helping visitors to the office. This position is typically assigned to the institution's Registrar or Admissions Records Office. Job responsibilities include preparing correspondence to and for students and former students, entering and retrieving data from automated systems, and responding to requests for academic transcripts. Additionally, the Records Assistant II may be responsible for posting transfer credits. Work is closely supervised, with limited opportunity for independent action or decision making, and consists of tasks that are routine, or well-defined, with specific instructions to achieve standards. Decisions are limited to the application of standardized or accepted practices and errors could result in some costs and inconveniences within the affected area.

#### Distinguishing Characteristics

##### Examples of Duties

##### Essential Functions

Processes requests for transcripts, student grade records, course descriptions, and other information in accordance with privacy laws and university policies.

Orders transcripts through mainframe computer; checks transcripts to verify accuracy; validates and distributes transcripts according to requests.

Greets visitors in person or on the phone, providing customer service with advice and guidance regarding the registration process; may refer customers to appropriate department or institutional site.

Responds to inquiries by telephone or letter regarding academic standing, transcript problems, and unclear or irregular transcript requests.

Processes name changes and updates other academic and demographic information in files and on computer.

Provides transcripts, enrollment verification, and degree certifications by mail, FAX, or telephone, according to prescribed procedures; advises students concerning their records.

Maintains files in proper order; pulls records for processing and refiles.

Maintains logs of records release transactions initiated by other departments.

Performs job related duties as assigned.

##### Additional Responsibilities

May process cash receipts and cash-related transactions, such as money lists for deposits.

May post transfer credits.

*Performs other functions as required or assigned. Also complies with all Policies and Standards.*

#### QUALIFICATIONS

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**Education**

<i>Education Level</i>	<i>Field of Study</i>	<i>Req</i>	<i>Pref</i>	<i>And/Or</i>
High school diploma or GED		X		

**Work Experience**

<i>Experience</i>	<i>Experience Details</i>	<i>Req</i>	<i>Pref</i>	
1 year +	Contact or clerical experience	X		

## Item 15.17

### RESIDENCE HALL DESK COORDINATORS

Desk Coordinators are an integral part to the security of the residence halls and the administrative tasks needed to run a residence hall. This position is held to a very high level of accountability and requires a high level of responsibility from those hired. Those hired must also be very flexible and able to be managed by two separate entities.

#### **Duties and Responsibilities:**

- Review mailbox and process paperwork therein.
- Deliver, sort, forward all mail to the appropriate building and person. Prepare outgoing mail for pick up. Log and disperse packages.
- Put up approved fliers around the desk area while removing out-of-date and inappropriate signs in the lobby area.
- Change duty signs according to schedule.
- Check and respond to pre-approved emails and correspondences.
- Work with various campus and Resident Services software systems.
- Check to see what equipment and loan keys are still checked out. Call residents to return items. Verify resident's identification before issuing loan keys.
- Audit, update, and report on the key listing. Make sure key information is secure at the end of the shift.
- Check all resident identification before letting individuals into the building. Request identification of guests entering the building and contact residents to have guests escorted to and from the front desk.
- Check paperwork drawer and supplies and report if replacements are required.
- Check forms to make sure everything is present and filled out completely using the following guide and report any discrepancies.
- Track and review move in and out. Notify the appropriate personnel immediately of discrepancies.
- Complete all required logs, sign-in sheets, requests, etc.



## Secretary Master

### Job Description

## MASTER SPECIFICATION

### JOB INFORMATION

Date:	1/17/2018 6:31:01 PM
Official Title:	Secretary Master
System Affiliation:	
Employee Category:	
Pay Grade:	Pay Grade 2
Scheduled Hours	
Job Code:	453872
Job Family:	Office Support

### JOB SUMMARY

The Secretary provides clerical support of routine semi-skilled or skilled nature in support of the work and mission of an academic or administrative unit or department.

### NATURE OF WORK

The Secretary is responsible for coordinating office activities and performing secretarial assignments for professional or administrative staff in support of the on-going operations of the institutional office. Additional responsibilities include assisting several administrative staff or serving as the support to a first-line or lower-level supervisor. Job responsibilities provide routine support-type services to others in a timely manner and typically include such duties as office coordination, scheduling meetings, preparing and maintaining office records, reports, and correspondence pertaining to the professional(s)'s and/or administrative staff's area of responsibility. Job responsibilities may vary depending on the academic or administrative unit or department to which assigned, but primarily involve written and oral communication, word processing and typing, and requires relevant skills such as IT, organizational and presentation skills, as well as the ability to multi-task and work well under pressure. Work is closely supervised, with limited opportunity for independent action or decision-making, and consists of tasks that are routine, or well-defined, with specific instructions to achieve standards. Decisions are limited to the application of standardized or accepted practices and errors could result in some costs and inconveniences within the affected.

### Distinguishing Characteristics

#### Examples of Duties

##### Essential Functions

Composes and types routine letters, memoranda, reports, minutes of meetings, scientific or technical material, numerical data, charts and forms.

Receives and screens visitors and telephone calls, takes messages, schedules appointments for professional(s) and/or administrative staff and provides information to callers requiring knowledge of agency's operations, supervisor's point of view, and the interpretation and application of policies and procedures.

Schedules and arranges meetings and conferences for professional(s) and/or administrative staff and notifies interested parties; makes travel reservations as needed. Proofreads and corrects prepared materials for correct grammar, format, completeness, and content.

Establishes and maintains office files, logs, indexes, control records, or other information concerning the work under the supervisor's control.

Enters, retrieves, updates, verifies, and deletes information from electronic files.

Takes minutes or recordings of meetings.

Sorts, opens, and distributes incoming mail to staff; associates incoming correspondence with files or related materials needed for meetings, correspondence, and reports.

Maintains confidentiality of documents and information received.

Assists in the preparation of budgets and financial reports; prepares and monitors timekeeping and other personnel records.

Determines needs and orders office supplies, equipment, repair and maintenance services through agency channels.

Operates standard office equipment.

**Examples of Duties**

*Essential Functions*

Performs other job related duties as assigned.

*Performs other functions as required or assigned. Also complies with all Policies and Standards.*

**QUALIFICATIONS**

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**Education**

<i>Education Level</i>	<i>Field of Study</i>	<i>Req</i>	<i>Pref</i>	<i>And/Or</i>
High school diploma or GED		X		

**Work Experience**

<i>Experience</i>	<i>Experience Details</i>	<i>Req</i>	<i>Pref</i>
1 year +	Related experience	X	



# Application System Analyst Programmer Master

## Job Description

### MASTER SPECIFICATION

#### JOB INFORMATION

Date:	1/17/2018 5:14:26 PM
Official Title:	Application System Analyst Programmer Master
System Affiliation:	
Employee Category:	
Pay Grade:	Pay Grade 6
Scheduled Hours	
Job Code:	323124
Job Family:	Informations Systems/Techn

#### JOB SUMMARY

The Application System Analyst Programmer reviews, analyzes, and modifies programming systems including encoding, testing, debugging and installing to support an institution's application systems.

#### NATURE OF WORK

This position functions as the first of three levels of Application System Analyst Programmer. The Application System Analyst Programmer is responsible for serving as a technical application development expert within a department, unit, college, or in the central Information Technology function of a small institution. Job responsibilities require the ability to develop expert knowledge of current and planned functionality within assigned software to maximize utility of applications for use, reporting, and reconciliation efforts. Work is performed under immediate supervision, working within guidelines or traditional practice. Problems faced in this position are varied, requiring analysis or interpretation of the situation, and are solved using knowledge, skills, general precedents, and practices. Decisions may affect a work unit or area within a department, and may contribute to business and operational decisions that affect the department.

#### Distinguishing Characteristics

##### Examples of Duties

##### Essential Functions

Develops reports, processes, and programs for constituents.

Consults with users to identify current operating procedures and to clarify program objectives.

Writes manual for users to describe installation and operating procedures.

Installs, configures, and supports custom and purchased institution-wide software applications.

Supports good customer service by communicating and/or collaborating with the other units in a computer services function about impending changes, usability issues, and system upgrades or problems.

Effectively resolves procedural and programming problems by conducting a thorough analysis of the situation and employing appropriate strategies for resolution.

Ensures that security standards are strictly followed when developing, programming, and implementing new or purchased computer information systems and applications.

Performs other job related duties as assigned.

##### Additional Responsibilities

May write documentation to describe program development, logic, coding, and corrections.

*Performs other functions as required or assigned. Also complies with all Policies and Standards.*

#### QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education**

<i>Education Level</i>	<i>Field of Study</i>	<i>Req</i>	<i>Pref</i>	<i>And/Or</i>
Bachelor's degree	Information Systems or a directly related field	X		

**Additional Experience**

[Check here if experience may substitute for some of the above education and describe how.](#)

X

**Work Experience**

<i>Experience</i>	<i>Experience Details</i>	<i>Req</i>	<i>Pref</i>
2 year +	Directly related experience	X	



## Systems Programmer Lead Master

### Job Description

### MASTER SPECIFICATION

#### JOB INFORMATION

Date:	1/17/2018 3:58:20 PM
Official Title:	Systems Programmer Lead Master
System Affiliation:	
Employee Category:	
Pay Grade:	Pay Grade 9
Scheduled Hours	
Job Code:	323875
Job Family:	Informations Systems/Techn

#### JOB SUMMARY

The Systems Programmer Lead performs complex professional work in institutional systems development.

#### NATURE OF WORK

This position functions as the highest of three levels of Systems Programmer. The Systems Programmer Lead is a professional staff position responsible for the system management in the area to which assigned, which may include financial, accounting, human resources, student systems, transit systems, operating systems, etc. Additional responsibilities include overseeing and coordinating the work and effort of lower-level System Programmers assigned to the unit, program, or project. Job responsibilities require advance knowledge of database administration and data modeling terms, concepts, and practices. Results are defined by department leadership and the institution's mission, vision and strategies; existing practices are used as guidelines to determine specific work methods. Work activities are carried out independently, under general direction, working from established policies and objectives. This position exercises judgment in prioritizing, planning, and organizing own work within time, process, and results requirements; has some flexibility to modify workflow based on need and circumstances. Problems faced in this position are highly varied, complex, and involve multiple constituencies, often with competing priorities. Decisions have significant, broad implications for the management and operations of a division/entire institution as well as contribute to decisions on the overall strategy and direction of the entire institution. Errors could easily result in major costs, problems, and disruptions within the affected area.

#### Distinguishing Characteristics

##### Examples of Duties

##### Essential Functions

Coordinates, supervises, and leads the work efforts of lower-level programmer positions.

Defines all assigned databases and maintains accuracy and consistency in the data dictionary for all applications, as well as defines and maintains all data interface definitions between various application platforms, such as GIS, Network Servers, Public Safety, Web Servers, etc.

Critically reviews all programs prior to implementation to verify consistency and conformance with established departmental/institutional guidelines, policies and practices as well as industry standard guidelines.

Performs acceptance testing and program implementation for assigned systems and/or projects.

Works at the highest level of all technical phases of programming; conducts thorough problem analysis regarding technical system and application programs; documents findings and proposes problem resolution alternatives.

Keeps appropriate administrative staff apprised of the status of all problems and assigned projects on a regular basis.

Designs application solutions to user/department needs; maintains current working knowledge of all installed application systems.

Continuously reviews the disaster recovery plan to insure completeness and accuracy to quickly restore all applications in the event of a disaster or other interruption of processing.

Performs other job related duties as assigned.

*Performs other functions as required or assigned. Also complies with all Policies and Standards.*



## QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### Education

<i>Education Level</i>	<i>Field of Study</i>	<i>Req</i>	<i>Pref</i>	<i>And/Or</i>
Bachelor's degree	Information Systems, Computer Science, or other directly related field	X		

### Additional Experience

[Check here if experience may substitute for some of the above education and describe how.](#)

X

### Work Experience

<i>Experience</i>	<i>Experience Details</i>	<i>Req</i>	<i>Pref</i>
6 year +	Progressively responsible work experience in programming and/or systems design	X	

## Item 15.21

### BUILDING SERVICE WORKER

**General Function:** The primary purpose of this position is to clean and maintain in an orderly condition institutional buildings and facilities including offices, classrooms, laboratories, public areas, walkways, and patient care areas by following established procedures.

**Duties and Responsibilities:**

- Sweeps, mops, scrubs, disinfects, waxes, and polishes floors, hallways, stairs, elevators, and related fixtures.
- Vacuum and shampoo carpets, rugs, and upholstery.
- Cleans and disinfects bathroom facilities and replenishes bathroom supplies.
- Dust and polishes furniture, desks, tabletops, file cabinets, bookcases, and related woodwork.
- Washes and cleans walls, ceilings, doors, windows, radiators, ventilators, and air conditioners.
- Empties and cleans waste receptacles—transport trash and waste to disposal areas.
- Sets up and arranges tables, chairs, displays, etc., for special events within classrooms and meeting rooms.
- Sweeps, shovels, and removes water, ice, snow, and debris from sidewalks, steps, and entryways.
- Mixes and dilutes commercial strength cleaning solutions—Calculates area to determine amounts of cleaning solutions required.
- Operate commercial cleaning equipment such as vacuum cleaners, shampooers, scrubbing machines, buffing machines, floor strippers, etc.
- Locks and unlocks buildings, offices, classrooms, and meeting rooms as directed by supervisor.
- Delivers and receives requisitioned custodial supplies, unloads, and stores supplies. Rotates stock and informs supervisor when supplies are low.
- Perform light maintenance tasks on buildings and equipment for precautionary or preventative maintenance purposes.

- Notify the supervisor of equipment and facilities needing repair or replacement.
- May be required to remove hazardous materials following specific instructions and safety procedures.

**Qualifications:**

Ability to read, write, and perform simple mathematical equations.

Ability to comprehend and follow simple oral and written instructions.

Ability to learn custodial methods, procedures, and safety principles.

Ability to operate commercial cleaning equipment.

Physical capability to perform duties of the position including long periods of standing, climbing, and walking and transporting of moderately heavy items (approximately 50 pounds).

Ability to perform tasks requiring exposure to dust, fumes, chemicals (i.e., cleaning solutions) and variations in indoor temperatures and outside weather conditions.



## Campus Service Worker Master

### Job Description

### MASTER SPECIFICATION

#### JOB INFORMATION

Date:	1/17/2018 5:29:19 PM
Official Title:	Campus Service Worker Master
System Affiliation:	
Employee Category:	
Pay Grade:	Pay Grade 1
Scheduled Hours	
Job Code:	753418
Job Family:	Physical Plant

#### JOB SUMMARY

The Campus Service Worker performs a variety of manual labor activities which may include linen service, stocking, janitorial, maintenance, groundskeeping, mail handling, delivery, messenger, moving and/or storage functions.

#### NATURE OF WORK

The Campus Service Worker is responsible for cleaning and maintaining institutional buildings and facilities including offices, classrooms, laboratories, public areas, walkways, etc. Job responsibilities require the ability to perform work both independently and as a team. Additional requirements may include the ability to perform both indoor and outdoor work such as basic grounds cleanup, snow removal, and trash removal. Work is closely supervised, with limited opportunity for independent action or decision-making, and consists of tasks that are routine, or well-defined, with specific instructions to achieve standards. Decisions are infrequent and errors could result in minor inconveniences and costs within the affected area.

#### Distinguishing Characteristics

##### Examples of Duties

##### Essential Functions

Cleans assigned areas by washing furnishings, tile, fixtures, equipment windows, blinds, shades and floors. Dusts and polishes specified areas and/or furnishings.

Collects and removes refuse and leaves.

Mows lawns, trims hedges, trims, cultivates, weeds and prunes plants, flowers, trees and shrubs.

Assists with the sorting, stocking and delivery of mail, messages, packages and supplies. Moves office furniture and equipment to designated locations.

Launders, sorts, and checks linens and clothing.

Cleans, lubricates, and adjusts equipment according to established procedures.

Performs other job related duties as assigned.

##### Additional Responsibilities

May remove snow and ice from sidewalks, parking lots and entrances; spreads salt, sand, deicers, or gravel to prevent slipping.

May operate a variety of hand and power tools and equipment to facilitate assigned work.

*Performs other functions as required or assigned. Also complies with all Policies and Standards.*

#### QUALIFICATIONS

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

##### Education

Education Level	Field of Study	Req	Pref	And/Or
High school diploma or GED		X		

##### Additional Experience

[Check here if experience may substitute for some of the above education and describe how.](#)

X

**Work Experience**

<i>Experience</i>	<i>Experience Details</i>	<i>Req</i>	<i>Pref</i>	
No experience		X		
Minimum 6 months	Related experience		X	

## LABORER

**General Function:** The primary purpose of this position is to assist in general services, maintenance, and groundskeeping by performing unskilled manual tasks following established procedures.

**Duties and Responsibilities:**

- Loads and transports materials, equipment, furniture, and supplies from one location on campus to another. Picks up materials from local vendors and makes deliveries.
- Erects tables, chairs, platforms, bleachers, etc., for concerts, registration, commencement, and other special events. Disassembles items at end of event.
- Removes litter and debris from institutional grounds. Collects refuse throughout the institution by assisting the sanitation vehicle driver.
- Cuts lawns. Trims and edges around walkways, walls, and flower beds. Rakes and disposes of leaves. Removes snow and ice from sidewalks, parking lots, and roadways. Spreads salt and cinders on public passageways. Water's lawns and shrubs during dry periods.
- Excavates and prepares the ground for planting, seeding, or similar use. Hauls and spreads topsoil, fertilizer, peat moss, and other materials to condition soil. Digs spreads, and levels dirt and gravel.
- Mixes, pours, spreads concrete, asphalt, gravel, and other materials.
- Cleans and removes forms from the area once concrete is set. Directs traffic and cleans sidewalks, roadways, and parking areas during installation and repair of areas.
- Digs holes and trenches to assist in the installation of irrigation and drainage systems. Cleans gutters, culverts, and/or other drainage ditches.
- Assists craft workers by furnishing workers with materials, tools, and supplies; cleaning work areas, tools, and equipment; holding materials or tools; picking up materials and supplies from the warehouse; stabling ladders; or performing similar unskilled manual tasks.
- Assists in the demolition of items by removing walls, bracing, pipes, conduit, etc., following clear and precise instructions.
- Operates motor vehicles, forklifts, hand trucks, dollies, sandblasting equipment, jackhammers, hand mowers, edging tools, power trimmers, blowers, walk behind brooms and spreaders, and various hand tools such as picks, shovels, rakes, sledgehammers, clippers, etc., as required in performance of day-to-day duties.

- May perform custodial duties as required.

**Qualifications:**

Ability to read, write, and perform simple mathematic calculations.

Ability to comprehend and follow simple oral and written instructions.

Ability to learn to operate sandblasting equipment, jackhammers, related labor supporting equipment, and basic groundskeeping equipment.

Physical capability to perform duties of this position, including long periods of standing and walking and transporting of heavy items (over 50 pounds).

Ability to perform tasks requiring frequent and prolonged exposure to dust, fumes, chemicals, moving parts, noise, extreme outdoor weather conditions, and extreme variations in indoor temperatures.

Ability to operate a motor vehicle with a standard transmission.

## Item 15.24

### PARKING ATTENDANT

#### **Duties and Responsibilities:**

- Enter transactions on a cash register or other equipment and balance cash with the register.
- Tape according to the established procedure.
- Collect parking fees from customers based on charges for the time parked.
- Issue receipts upon customer request.
- Complete departmental reports and forms.
- Provide directions, parking alternatives, and campus information upon request to the visitors, students, staff, and faculty.
- Notify Parking Services via phone of need for Parking Enforcement Officer or other problems such as mechanical failure or vehicle tampering.
- Watch assigned lot for suspicious activity and reports to University Police Department.
- Provide directions, guidance, and other venue information to the guest upon request.
- Place signage in view when the lot is full.
- Act upon all comments and complaints in a prompt and friendly manner.



## Item 15.25

### RECEIVING POSITION

**Duties and Responsibilities:**

Delivers supplies and equipment from Central Receiving to the various departments on and off-campus. This position also completes work order requests, collects Yard Sale items from various locations (both on and off-campus). Additional responsibilities include receiving equipment and supplies from numerous vendors, verifying that the items on the packing list(s) match the purchase order(s), inspects packages for damage (both visible and concealed), and signs bills of lading or trucking manifest. Individuals must also load, unload, and deliver materials of all types to the departments, ensuring appropriate signatures for the items delivered.

**Qualifications:**

Valid driver's license is required.

Must be able to lift at least 50 lbs.



## Trades Specialist I Master

### Job Description

## MASTER SPECIFICATION

### JOB INFORMATION

Date:	1/17/2018 3:41:08 PM
Official Title:	Trades Specialist I Master
System Affiliation:	
Employee Category:	
Pay Grade:	Pay Grade 3
Scheduled Hours	
Job Code:	753380
Job Family:	Physical Plant

### JOB SUMMARY

The Trades Specialist I position provides a variety of skilled and semiskilled work in the maintenance, alteration, and repair of institutional facilities.

### NATURE OF WORK

This position functions as the first of two levels of non-lead Trade Specialist responsible for performing journey-level construction, repair, and maintenance duties related to carpentry, electrical, plumbing, HVAC, lamping, painting, masonry, or other trades as needed. The Trade Specialist I usually specializes in one of the above areas as opposed to being a generalist trades worker. Job responsibilities require the ability to work both independently and cooperatively as a team. Work is performed under immediate supervision, working within guidelines or traditional practice. The Trades Specialist I exercises judgment in prioritizing, planning, and organizing own work within time, process, and results requirements; has some flexibility to modify workflow based on need and circumstance. Problems faced in this position address non-routine questions and situations, often requiring investigation and/or research of precedents. Decisions are infrequent and errors could result in minor inconveniences within the affected area.

### Distinguishing Characteristics

#### Examples of Duties

##### Essential Functions

Performs a variety of tasks that require the ability to inspect, repair, fabricate, install, service, and maintain building facilities and building equipment.

Performs scheduled preventative maintenance of roofs, motors, exit/emergency lights, basketball hoops, generators, batteries, smoke detectors, and service vehicle.

Performs a variety of carpentry duties, including but not limited to, new construction, remodel, fabrication and repairs/replacement of doors, walls, signs, desks, counters, shelves, and tables.

Performs interior and exterior painting in the preparation and finishing of various surfaces, including pressure washing, chemical paint removal, sandblasting, sanding, brush painting, roller painting, and power spray painting.

Performs a variety of interior masonry duties including installation of ceramic tile, grout, and patch repairs.

Performs new installation and repairs of various floor coverings, including but not limited to, VCT, carpet tiles, and cove base.

Performs a variety of minor plumbing repairs/maintenance, including but not limited to, restroom commode and sink fixtures, drinking fountains, and snaking drain lines.

Delivers materials, equipment, and supplies to institutional facilities.

Operates a variety of hand and power tools.

Operates a variety of vehicles, including cube vans, vans with lift gates, and small dump truck.

Requisitions material supplies, equipment, and assistance.

Prepares daily reports on work completed and materials used.

Responds to emergency calls to troubleshoot and make building repairs.

Performs other related duties as assigned.

*Performs other functions as required or assigned. Also complies with all Policies and Standards.*

### QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education**


<i>Education Level</i>	<i>Field of Study</i>	<i>Req</i>	<i>Pref</i>	<i>And/Or</i>
High school diploma or GED		X		

**Work Experience**

<i>Experience</i>	<i>Experience Details</i>	<i>Req</i>	<i>Pref</i>	
2 year +	Directly related experience	X		

**Licenses and Certifications**

<i>License or Certification</i>	<i>Time Frame</i>	<i>Req</i>	<i>Pref</i>	
Valid driver's license issued by the State of West Virginia		X		

<b>Request for Bids</b>		<b>Marshall University</b> <b>Office of Purchasing</b> <b>One John Marshall Drive</b> <b>Huntington, WV 25755-4100</b> Direct all inquiries regarding this order to: (304) 696-3157	<b>Bid#</b>  MU22TEMPS	
Vendor: <i>Adecco USA, Inc</i>		For information call: <b>Purchasing Contact:</b> <b>Tracey Brown-Dolinski</b> <b>Phone: (304) 696-3157</b> <a href="mailto:browndolinsk@marshall.edu">browndolinsk@marshall.edu</a> & <a href="mailto:purchasing@marshall.edu">purchasing@marshall.edu</a>		
Sealed requests to bid for furnishing the supplies, equipment or services described below will be received by the Institution. TO RECEIVE CONSIDERATION FOR AWARD, UNLESS OTHERWISE NOTED, THE BID WILL BE SUBMITTED ON THIS FORM AND UPLOADED INTO THE MU BONFIRE PORTAL ON OR BEFORE THE DATE AND TIME SHOWN FOR THE BID OPENING. When applicable, prices will be based on units specified; and Bidders will enter the delivery date or time for items contained herein. The Institution reserves the right to accept or reject bids on each item separately or as a whole, to reject any or all bids, to waive informalities or irregularities and to contract as the best interests of the Institution may require. BIDS ARE SUBJECT TO THE GENERAL TERMS AND CONDITIONS AS SET FORTH HEREIN.				
<b>DATE</b> 6/7/2021	<b>MANDATORY PRE-BID MEETING</b> N/A	<b>DEPARTMENT REQUISITION NO.</b> MU22TEMPS	<b>BIDS OPEN:</b> 6/29/2021 at 3:00 p.m., L.P.T. Broadcast via Zoom at link listed below	<b>BIDDER MUST ENTER DELIVERY DATE FOR EACH ITEM BID</b>
<b>Item #</b>	<b>Quantity</b>	<b>Description</b>	<b>Unit Price</b>	<b>Extended Price</b>
		<b>REQUEST FOR BIDS</b>  Marshall University, on behalf of the Governing Board invites sealed bids from qualified Temporary Employment Services.  <b>Project Name: MU22TEMPS</b> <b>Open-End Employment Services Contract</b>  Technical Questions Deadline: June 18, 2021 at 9:00 a.m., LPT, send via email to Tracey Brown-Dolinski at <a href="mailto:browndolinsk@marshall.edu">browndolinsk@marshall.edu</a>  Bid Opening: June 29, 2021, at 3:00 p.m., LPT, via Zoom at the following link: <a href="https://marshall.zoom.us/j/93739435554?pwd=Ly9mUGUzVU5hZDhZUWc4eHQ1S1Q0QT09">https://marshall.zoom.us/j/93739435554?pwd=Ly9mUGUzVU5hZDhZUWc4eHQ1S1Q0QT09</a>		
<b>Total</b>				

To the Office of Purchasing, In compliance with the above, the undersigned offers and agrees, if this offer is accepted within \_\_\_\_\_ calendar days (30 calendar days unless a different period is inserted by the purchaser) from the bid open date, specified above, to furnish any or all items upon which prices are offered, at the price set opposite each item, delivered at the designated point(s), within the time specified.

Bidder guarantees shipment from \_\_\_\_\_ within \_\_\_\_\_ days  
 FOB \_\_\_\_\_ After receipt of order at address shown  
 Terms \_\_\_\_\_

Bidder's name Vendor Adecco USA, Inc  
 Signed By Melinda Brooks  
 Typed Name Melinda Brooks  
 Title Branch manager  
 Email melinda.brooks@adeccona.com  
 Street Address 1006 Wash. Str. East  
 City/State/Zip Charleston, WV 25301  
 Date 6/28/2021 Phone 304345836  
 Fein 94-3286700

STATE OF WEST VIRGINIA  
Purchasing Division

**PURCHASING AFFIDAVIT**

**CONSTRUCTION CONTRACTS:** Under W. Va. Code § 5-22-1(i), the contracting public entity shall not award a construction contract to any bidder that is known to be in default on any monetary obligation owed to the state or a political subdivision of the state, including, but not limited to, obligations related to payroll taxes, property taxes, sales and use taxes, fire service fees, or other fines or fees.

**ALL CONTRACTS:** Under W. Va. Code §5A-3-10a, no contract or renewal of any contract may be awarded by the state or any of its political subdivisions to any vendor or prospective vendor when the vendor or prospective vendor or a related party to the vendor or prospective vendor is a debtor and: (1) the debt owed is an amount greater than one thousand dollars in the aggregate; or (2) the debtor is in employer default.

**EXCEPTION:** The prohibition listed above does not apply where a vendor has contested any tax administered pursuant to chapter eleven of the W. Va. Code, workers' compensation premium, permit fee or environmental fee or assessment and the matter has not become final or where the vendor has entered into a payment plan or agreement and the vendor is not in default of any of the provisions of such plan or agreement.

**DEFINITIONS:**

**"Debt"** means any assessment, premium, penalty, fine, tax or other amount of money owed to the state or any of its political subdivisions because of a judgment, fine, permit violation, license assessment, defaulted workers' compensation premium, penalty or other assessment presently delinquent or due and required to be paid to the state or any of its political subdivisions, including any interest or additional penalties accrued thereon.

**"Employer default"** means having an outstanding balance or liability to the old fund or to the uninsured employers' fund or being in policy default, as defined in W. Va. Code § 23-2c-2, failure to maintain mandatory workers' compensation coverage, or failure to fully meet its obligations as a workers' compensation self-insured employer. An employer is not in employer default if it has entered into a repayment agreement with the Insurance Commissioner and remains in compliance with the obligations under the repayment agreement.

**"Related party"** means a party, whether an individual, corporation, partnership, association, limited liability company or any other form or business association or other entity whatsoever, related to any vendor by blood, marriage, ownership or contract through which the party has a relationship of ownership or other interest with the vendor so that the party will actually or by effect receive or control a portion of the benefit, profit or other consideration from performance of a vendor contract with the party receiving an amount that meets or exceeds five percent of the total contract amount.

**AFFIRMATION:** By signing this form, the vendor's authorized signer affirms and acknowledges under penalty of law for false swearing (W. Va. Code §61-5-3) that: (1) for construction contracts, the vendor is not in default on any monetary obligation owed to the state or a political subdivision of the state, and (2) for all other contracts, that neither vendor nor any related party owe a debt as defined above and that neither vendor nor any related party are in employer default as defined above, unless the debt or employer default is permitted under the exception above.

**WITNESS THE FOLLOWING SIGNATURE:**

Vendor's Name: Adecco USA, Inc

Authorized Signature: Melinda Brooks Date: 6/28/2021

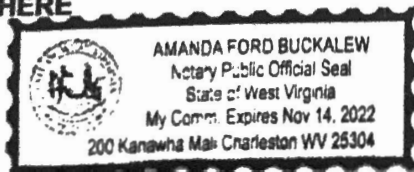
State of WV

County of Kanawha, to-wit:

Taken, subscribed, and sworn to before me this 28<sup>th</sup> day of June, 2021

My Commission expires Nov 14, 2022

**AFFIX SEAL HERE**



**NOTARY PUBLIC**

Amanda Ford Buckalew

Vendor/Customer

Vendor/Customer	Legal Name	Alias/DBA	Vendor Active Status	Customer Active Status	Previous Name
✓ 00000231854	ADECCO USA INC		Active	Inactive	
00000231855	ADECCO CORPORATION		Inactive	Inactive	
00000231856	ADECCO USA INC		Inactive	Inactive	
VC0000104557	ADECCO EMPLOYMENT SERVICES		Active	Inactive	

From 1 to 4 of 4 First Prev Next Last [Attachments](#)

Save [Undo](#) Delete Insert [Copy](#) Paste [Search](#)

▼ General Info

Vendor/Customer : 00000231854	Restrict Use by Department : <input type="checkbox"/>
Legal Name : ADECCO USA INC	Miscellaneous Account : <input type="checkbox"/>
Alias/DBA : <input type="text"/>	Internal Account : <input type="checkbox"/>
Vendor Active Status : Active ▼	Third Party Only : <input type="checkbox"/>
Vendor Approval Status : Complete	Third Party Vendor : <input type="checkbox"/>
Customer Active Status : Inactive ▼	Third Party Customer : <input type="checkbox"/>
Customer Approval Status : Incomplete	Inventory Customer : <input type="checkbox"/>
Location Name : <input type="text"/>	Healthcare Provider : <input type="checkbox"/>
First Name : <input type="text"/>	Never Archive : <input type="checkbox"/>
Middle Name : <input type="text"/>	Restrict VSS Access : No ▼
Last Name : <input type="text"/>	Discontinue - No New Business : <input type="checkbox"/>
Company Name : ADECCO USA INC	Prevent MA Reference : <input type="checkbox"/>
Previous Name : <input type="text"/>	PunchOut Enabled : <input type="checkbox"/>
Previous Street : <input type="text"/>	Re-PunchOut Enabled : <input type="checkbox"/>
Previous City : <input type="text"/>	Electronic Order Enabled : <input type="checkbox"/>
Previous State/Province : <input type="text"/>	W-9 Received : <input type="checkbox"/>
Previous Country : <input type="text"/>	W-9 Received Date : <input type="text"/>
	W-8 Received : <input type="checkbox"/>
	W-8 Received Date : <input type="text"/>
	Accepts Credit Cards : <input type="checkbox"/>
	Active From : 01/01/1999
	Active To : <input type="text"/>
	Last Usage Date : 06/30/2021
	Department : <input type="text"/>
	Unit : <input type="text"/>

▶ Headquarters

▶ Organization

▶ Disbursement Options

▶ Prenote/EFT

▶ Remittance Advice

▶ Vendor Terms

▶ Accounts Receivable

▶ eMALL

▶ Location Information

▶ Fee and Vendor Compliance Holds

Fee Exempt : <input type="checkbox"/>	Tax Clearance : <input type="checkbox"/>
Registration Application Date : 06/25/2020	Unemployment Insurance : <input type="checkbox"/>
Registration Effective Date : 06/25/2020	Worker's Compensation : <input type="checkbox"/>
Registration Expiration Date : 06/25/2021	Secretary of State Registration : <input type="checkbox"/>
Pre-Registration Code : <input type="text"/>	Federal Debarred : <input type="checkbox"/>

▶ Executive Compensation

▶ Additional Information

▶ Travel

▶ Change Management

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[Vendor Transaction History](#)