

# Anoka Hennepin Independent School District #11

## Position Standard

### **Conference Services Aide**

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Conference Services Aides provide support and assist with evening and weekend events and activities at the Staff Development Center.

#### **Essential Functions;**

- Assist district staff and public during events and activities at the Staff Development Center during evenings and weekends.
- Direct and assist district staff and public at the reception counter during evenings and weekends at the Staff Development Center.
- Assist with room set up for activities and events including some assistance with equipment and technology.
- Perform all other duties as assigned by Conference Services Coordinator.

#### **Minimum Qualifications:**

- High School Diploma or equivalent.
- Good communication skills.
- Work cooperatively to support district staff and public.
- Good computer skills.
- Ability to maintain regular attendance, which includes completing an assigned day.
- Must be able to lift a minimum of 25 pounds.
- Ability to perform position responsibilities including physical factors, work devices and materials handling, data functions, and people functions.
- Must be physically working in the building.

#### **Preferred Qualifications:**

- Experience working with diverse populations.

#### **Physical Factors include:**

Constant: walking, pushing, stooping, squatting, repetitive arm, simple grasp, hearing, visual accommodation;

Frequent: lifting waist to chest, lifting below waist, pulling, kneeling, twisting, reaching, tasting/smelling, near vision, midrange vision, depth perception, field of vision;

Occasional: standing, sitting, reclining, lifting above shoulders, carrying, climbing, balancing, crouching, repetitive foot, firm grasp, fingering, feeling, talking, far vision.