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# Example of Temporary Staff Job Description

Our company is growing rapidly and is looking to fill the role of temporary staff. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for temporary staff

* Responds to complex information requests and inquiries
* May provide some specialized support to unit
* Ensures the safety of all ZooTeens, visitors and animals
* Facilitates the daily operation of the ZooTeen program
* Works cooperatively with all Zoo staff to ensure the success of the ZooTeen program
* Promotes a positive attitude toward the Zoo and its programs
* Becomes familiar with animal handling techniques for our contact animal collection
* Supports all ZooTeen, Zoo and Metro policies
* Works to promote the Zoo as an educational environment for teenagers
* Helps to create valued and meaningful roles for ZooTeens

## Qualifications for temporary staff

* Previous experience with PeopleSoft, Oracle EBS, and/or Hyperion is desired
* ACLS & PALS certification required within six months of date of hire into ED position
* One (1) year recent (within the last 3 years) full-time equivalent experience in L & D, or successful completion of a KP L&D course (which includes basic fetal monitoring and NRP) or approved equivalent within prior 12 months
* Demonstrated ability to utilize communication, consultation, facilitation, influencing, negotiation and interpersonal skills with variety of management and other personnel, including external partners/groups
* Strong proficiency w/ MS Office applications (Word, Excel and PowerPoint)
* Strong proficiency in Lotus Notes