

Kenneth Copeland Ministries

EMPLOYMENT BULLETIN: August 21, 2009

Eagle Mountain International Church, Inc. aka Kenneth Copeland Ministries does discriminate on the basis of religion.

Visit our web site at www.kcm.org or call the Job Line at 817-252-2775.

The descriptions and requirements listed are only intended to provide a general overview.

All employees must be born-again believers and adhere to the doctrines of this organization as upheld by Kenneth and Gloria Copeland and their appointed representatives.

All employees must be able to work as a team and according to Romans 16:17, must not cause dissension and difficulties and divisions in opposition to the doctrine of this organization.

All employees must be United States citizens or have authorization to work in the United States as defined in the Immigration Acts of 1986.

ASSOCIATE FINANCIAL ANALYST

Accounting

8:30 a.m. to 5:00 p.m. – Monday through Friday

Description

- Assist in the development of the business strategy for the areas they support, including EMIC
- Ensure linkage with KCM strategies
- Support the Executive Team and EMIC in preparing, analyzing and presenting business plans
- Assist in the prioritization, resource allocation and decision-making processes
- Play a major role in preparation of annual budgets, including EMIC
- Facilitate the loading of approved budgets, including EMIC, into PeopleSoft
- Assist in the preparation of capital or project budget requests, including EMIC
- Review, compare and summarize actual results versus strategic objectives and budgets
- Other related duties and responsibilities as assigned

Requirements

- Bachelor's degree in Accounting or Business or equivalent training and experience
- One to three years related experience
- Strong Microsoft Excel skills and ability to use Microsoft PowerPoint
- Experience with or ability to learn PeopleSoft nVision, General Ledger, Projects and Budgets
- Good organizational skills
- Superior communication and interpersonal skills
- Knowledge of commonly-used concepts, practices, and procedures used in accounting, planning and budgeting
- Must be a member of EMIC, attend church services and support the leadership of EMIC
- Must be a regular tither
- Must be able to sit at a desk and/or computer for a minimum of 7.5 hours per day
- Able to give, receive, and quickly analyze information, formulate work plans, prepare written materials and articulate goals and action plans
- Able to strategize and think analytically
- Good command of the English language

CALL CENTER SUPERVISOR

Partner Services

8:30 a.m. to 5:00 p.m. – Monday through Friday

Description

- Manage the daily performance of an inbound call center to ensure all team members provide above average levels of service and quality to Partners and Friends
- Identify and implement processes to improve the quality, quantity and timeliness of call center
- Handle escalated customer service calls in a positive and effective manner maintaining professionalism and integrity of KCM
- Assure work environment is conducive to high levels of productivity and accuracy for all team members
- Participate in the interviewing, hiring and training of new personnel
- Coach and mentor representatives and team leads including performance appraisals on a regular basis
- Keep Manager fully informed with Partner/Friend feedback as well as feedback from their assigned team members
- Ensure that all team members are knowledgeable about KCM material, policies and procedures
- Perform other duties as assigned

Requirements

- Associates degree in related area preferred
- Call center management experience
- Strong leadership and management development skills
- Experience in Excel, Word, and Access or other spreadsheets
- Must have excellent time management and analytical skills
- Excellent written, verbal and interpersonal skills
- Proven team builder with ability to coach and train team members
- Detailed oriented with a high rate of accuracy
- Able to type 30-40-WPM
- Sensitive to the Spirit of God, discerning and able to make good judgment calls with minimal or no supervision
- Must be able to comprehend and speak English fluently and clearly
- Supervise, evaluate and train team members
- Able to sit at workstation for extended periods of time
- Must have strong mathematical skills
- Able to give, receive and analyze information, formulate work plans, prepare written materials and articulate goals and action plans
- Able to interact courteously and professionally with diverse groups of people

CHILDREN'S PASTOR

Eagle Mountain International Church

Full Time Position – Various days and Hours

Description

- Minister to students weekly during Wednesday and Sunday services
- Oversee all children's services held at EMIC
- Minister in large meetings/events in conjunction with EMIC
- Minister to students, parents, staff and volunteer workers in large and small groups and individual settings
- Develop and implement strategies to create a solid children's program
- Make operational decisions that pertain to the Children's department
- Develop and maintain policies, handbooks and documentation to create and maintain a safe environment for children, parents and team members
- Work with Project Management teams to develop, implement and oversee the Superkid budget and calendar
- Provide direction for KCM children's events at Believer's Conventions as called upon
- Set expectations and give vision and direction for children's projects and initiatives
- Communicate with parents to establish trust and partnership
- Recruit and train leaders through skill development, gift/strength discovery, community-building and increased responsibility

Requirements

- High school diploma or equivalent
- Bible School training or graduate preferred
- 3 – 5 years of ministry experience with children (paid or volunteer)
- 3 years experience in church/ministry leadership preferred
- Proficient verbal and written communication skills
- Strategic and creative thinker
- Able to travel up to two weeks at a time
- Working knowledge of Microsoft Office products including but not limited to Outlook, Word, Excel, PowerPoint and Project
- Must be a member of EMIC, attend church services and support the leadership of EMIC
- Licensed or ordained minister (license will be provided through EMIC)
- Spiritually and emotionally mature, portraying Godly character that exemplifies the lifestyle and behavior of a Minister of the Gospel, as outlined in the Word of God and KCM ministry handbook
- Practical application of faith in the Word of God in daily living
- Responsible to practice the Scriptures concerning tithing as in Malachi 3:10
- Valid US Passport
- Valid driver's license with a good driving record
- Character qualities that reflect a pastoral heart, a passion for relationships, a desire to see children and ministry teams develop and use their gifts to fulfill God's plan for their life
- Confidentiality and trust worthiness are required
- Proficient in time management, organizational skills, and the ability to prioritize
- Oversee and provide direction to Superkid Academy staff - both paid and volunteer, and others as required
- Able to resolve problems, handle conflict and make effective decisions
- Able to interact courteously and professionally with diverse groups of people

COPY WRITER

Publishing

8:30 a.m. to 5:00 p.m. – Monday through Friday

Description

- Write long and short direct response copy for print, direct mail and Internet
- Write according to KCM and AP style and proper grammar/usage
- Conduct internal and external interviews as needed
- Research in archives, historical information, policies, procedures, current meetings, and prophecies
- Assist with editing and research on copy assigned
- Attend creative meetings
- Assist with enforcing new implementations regarding editorial style

Requirements

- Bachelor's degree in journalism, communications or related field required or equivalent verifiable experience
- Minimum of 5 years professional writing experience at an advertising agency, marketing firm or in-house creative team
- Demonstrated ability to write/edit/proof
- Extensive experience in Microsoft Office Suite and In Copy
- Familiarity with word of faith teaching in general and ability to present in print the specific teachings and voice of Kenneth Copeland Ministries with accuracy
- Strong command of the English language and its forms of colloquial use as it related to publishing/journalism
- Excellent written and oral communication skills and legible handwriting
- Proficiency using AP Style
- Demonstrated abilities to use resources (libraries, Internet, etc) and religious reference books (concordance, expository dictionaries, lexicons, Bibles)
- Self-starter, assertive and extremely dependable
- Capable of working independently with little supervision on assigned projects
- Complete work in a timely manner and meet deadlines
- Able to prioritize work efficiently, effectively manage time and be organized
- Maintain high level of maturity and confidentiality
- Type 40 wpm preferred
- Able to sit at a computer for a minimum of seven hours per day
- Able to give, receive and analyze information, formulate work plans, prepare written materials and articulate goals and action plans
- Able to resolve problems, handle conflict and make effective decisions
- Able to professionally and courteously interact with diverse groups of people

CORRESPONDENCE ANALYST

Partner Services

8:30 am to 5:00 pm – Monday through Friday

Description

- Verify accuracy of account information
- Add new accounts
- Accurately analyze and respond to correspondence by posting appropriate responses, products, gift orders and contributions
- Process duplicate account information received from various sources
- Analyze correspondence and determine the proper response to complaints, questions, praise reports, etc
- Other related duties and responsibilities as assigned

Requirements

- High School graduate or equivalent
- General knowledge of KCM products
- Must be detail oriented and able to maintain focus during extended periods of repetitious data entry
- Good organizational skills
- Good command of the English language
- Able to sit at workstation for extended periods of time
- Able to work overtime as needed
- Data entry skills necessary to process a minimum of 300 mail pieces per day

CUSTOMER SERVICE REPRESENTATIVE

Partner Ministries

Full and Part Time Positions – Various Hours – Sunday through Saturday

Description

- Provide excellent customer service to a diverse group of callers and internet visitors
- Research the database for the appropriate customer accounts
- Add new accounts as needed
- Maintain and modify accounts
- Process requests, orders, contributions and inquiries
- Research available resources for appropriate answers to issues and complaints
- Proficiently assist callers with KCM website support
- Maintain ongoing knowledge of KCM products

- Maintain positive attitude toward Partners and Friends
- Actively contribute to a good working environment at KCM
- Other responsibilities as assigned

Requirements

- High school diploma or equivalent
- Minimum 1 year customer service experience
- General knowledge of KCM products, events, broadcasts, magazine and website
- Basic computer, database and word processing skills required
- Internet experience and comfort with current technology required
- Excellent telephone etiquette
- Utilize excellent Customer Service phone skills, including KCM phone etiquette, proper tone of voice and continually display a spirit of service
- Excellent verbal and written communications skills
- Able to comprehend and speak English fluently and clearly
- Able to identify and resolve issues
- Detail oriented
- Able to sit at a workstation for extended periods of time
- Available to work overtime on an “as needed” basis

DATA CENTER ADMINISTRATOR

Information Technologies

8:30 a.m. to 5:00 p.m. – Monday through Friday

Description

- Provide complex analytical, technical and administrative support in the planning, design, installation, and maintenance of all Data Center servers, primarily utilizing Linux and Windows operating systems
- Provide guidance and training to Helpdesk and Desktop personnel
- Perform administration and maintenance of Internet, email, backup and all other critical business applications
- Research and engineer solutions to end user challenges
- Work with Information Technology staff and end users to design and implement appropriate Data Center infrastructure for new applications
- Provide technical knowledge of KCM hardware and operating systems to other Information Technology development staff
- Provide, as needed, 24/7 coverage to maintain critical system availability and resolve critical issues

Requirements

- Bachelors degree in management information systems or related field preferred
- Linux Apache MySQL PHP (LAMP) certification or Microsoft Certified Systems Engineer certification
- Three to five years experience in local area network and server administration
- Proven technical support in a LAMP environment
- Experience installing and configuring Drupal environments
- Judgment skills and a capability to quickly analyze business problems and arrive at sound solutions
- Excellent communicator able to communicate at all levels of the organization
- Effective leadership skills to work in an organization with limited experience in utilizing technology
- Experienced consensus builder
- High-level knowledge of technical architectures which include WANs, LANs, server hardware and software, operating system administration, email, web server administration, data backup, and personal computing technology components
- Demonstrated ability to quickly assimilate and comprehend major business systems employed throughout the Ministry
- Be on-call and available 24/7, at any time so designated by Data Center Administration Lead or superior, to maintain critical system availability and handle critical issues if they arise
- Able to lift 50 lbs
- Able to give, receive and analyze information, formulate work plans, prepare written materials and articulate goals and action plans
- Able to resolve problems, handle conflict and make effective decisions
- Able to professionally and courteously interact with diverse groups of people
- Good command of the English language

EVENT PLANNER

Event Operations

8:30 a.m. to 5:00 p.m. – Monday through Friday

Description

- Coordinate multiple aspects of events including but not limited to crew, travel arrangements, event calendars, speaker schedules
- Keep Event Manager informed of all meeting and crew detail
- Monitor room reservations with contracted hotels
- Coordinate and supervise temporary employees required for assembly of convention registration bags
- Oversee all aspects of Event Registration including: budgeting, set-up/strike, conference materials printing & distribution
- Coordinate train and supervise volunteers & support staff required to assist with onsite registration at Conventions
- Serve as liaison with other departments, hotels, contract workers for events
- Process Purchase Requests, Material Stock Requests, Check/Reimbursement Requests, Expense Reports, and Credit Card/Cell Phone Statements and reconcile hotel bills

Requirements

- High school diploma or equivalent
- Certified Meeting Planner credential preferred
- Two years experience in church/ministry administration preferred
- Two years experience in meeting/conference planning preferred
- One year experience in project management field or related field preferred
- Interpersonal skills necessary to deal courteously and effectively with a wide range of contacts
- Able to resolve problems, handle conflict and make effective decisions
- Flexible and responsive to dynamics of the department
- Understanding of Project Management principals and processes
- Proven ability to multitask and problem solve
- Skilled administrator with decision making skills
- Excellent written and verbal communication skills
- Excellent telephone etiquette and public relations skills
- Highly detailed oriented, able to work independently and deal with confidential information
- Typing 40 wpm preferred
- Must be able to travel by commercial air carrier up to two weeks at a time several times per year

EXPEDITER

Distribution Center

7:00 am to 5:00 pm – 4 days per week

Description

- Fulfill Order Management orders, including Wholesale, Meetings and departmental orders utilizing scanning devices and PeopleSoft software
- Pick and stage outbound shipments in accordance with policies and procedures of International and Wholesale orders
- Verify outbound paperwork with drivers, ensuring that all shipments are properly counted
- Accurate processing of all freight/transportation documents including sales orders
- Ensure outbound shipments are accurate and free of damage
- Operate material handling equipment in an efficient and safe manner
- Communicate with various freight companies concerning the transport of merchandise
- Supply all areas of the Distribution Center with necessary supplies and products
- Process all FedEx and overnight packages and orders
- Maintain clean and orderly work area
- Assist in other areas of the department when required

Requirements

- High school graduate or equivalent
- Computer knowledge preferred
- Good hand/eye coordination
- Operate fork lift and other material handling equipment
- Physical ability to stand for up to nine and one half hours and routinely lift items weighing up to 70 pounds
- Ability to read, write, and perform basic math functions
- Good attention to detail
- Ability to receive & comply with high level of interactive instruction

GRAPHIC ARTIST

Publishing

8:30 a.m. to 5:00 p.m. – Monday through Friday

Description

- Generate ideas for visual presentation of print pieces
- Create thumbnail sketches and detailed comprehensives for presentation of design concepts
- Execute assigned tasks under team guidelines
- Maintain close and constant communication with the Account Executives
- Develop photo concepts for advertising and editorial use
- Use Apple/Macintosh hardware and current popular design software in the daily production of art
- Design various collateral pieces ranging from book and CD covers, pamphlets and fliers, to special direct-mail pieces

Requirements

- Bachelor's degree in art, graphics, or communication design preferred
- Minimum 2 years working experience as a graphics professional
- Hands-on design experience with special emphasis on four color, editorial spread and advertising design
- Advertising agency experience preferred
- Strong design skills reflecting successful implementation of the principles of concept development, design, typography and color theory
- Prepare and present a complete self-promotional package
- Good working knowledge of desktop publishing via Apple/Macintosh hardware and utilizing current version of QuarkXPress, Illustrator and Photoshop
- Good working knowledge of conventional and electronic prepress and printing procedures
- Excellent communication and organizational skills
- Able to prioritize work efficiently, effectively manage time and be organized and meet deadlines
- Capable of working independently with little supervision on assigned projects
- High level of maturity/confidentiality required
- Must be able to sit at a computer for a minimum of seven hours per day
- Must have good command of the English language and be able to proofread work
- Able to give, receive and analyze information, formulate work plans, prepare written materials and articulate goals and action plans
- Able to resolve problems, handle conflict and make effective decisions
- Able to interact courteously and professionally with diverse groups of people

INTERNATIONAL NON-LINEAR VIDEO EDITOR

Television

4:30 pm to 1:00 am – Monday through Friday

Description

- Operate a variety of equipment and software to edit and assemble final cuts of broadcasts
- Creatively troubleshoot and problem solve on conceptual and content editing projects
- Create masters and back up electronic and hard copy files
- Provide maintenance to various components of the editing and broadcasting environment and systems
- Other duties and responsibilities as assigned

Requirements

- High school diploma or equivalent
- Bachelors degree in television preferred
- Minimum of two experience in non-linear video editing
- Fluency in written and spoken Spanish and English
- Excellent written and verbal communication skills
- Knowledgeable of other cultures and their customs
- Able to deal professionally and courteously with diverse groups of people
- Efficiently manage high volume workload
- Able to lift and carry 50 lbs
- Able to give, receive and analyze information, formulate work plans, prepare written materials, and articulate goals and action plans
- Able to resolve problems, handle conflict and make effective decisions

MARKETING SPECIALIST

Eagle Mountain International Church

8:30 am to 5:00 pm – Monday through Friday

Description

- Facilitate communication through regular communication briefings, weekly bulletins, mailers, newspaper advertising, etc...
- Develop marketing and communication strategy reflecting the life of EMIC
- Research marketing and demographic trends
- Liaison with other Ministry departments on various projects
- Maintain a variety of files and prepare various reports as needed
- Assist in maintaining wwwemicorg
- Serve on the EMIC Creative Service Team
- Work with creative team to implement marketing and communication strategy
- Coordinate product development
- Develop and maintain budget
- Analyze effectiveness of marketing and communication strategy
- Oversee projects as assigned
- Prepare display cases, announcements, and PowerPoint files for services
- Supervise communication coordinator

Requirements

- Must be a member of EMIC, regularly attend church services, and support the leadership of EMIC
- Must be a regular tither
- Bachelors degree in marketing, business, communications or publishing preferred
- Working knowledge of Microsoft Word, Excel, and PowerPoint and preferably experience with Microsoft Project and Publisher
- Working knowledge of church public relations, communications and marketing plans
- Knowledge of publishing software and effective interdepartmental communications a plus
- Excellent organizational, coordination and analytical skills, self motivated and takes initiative
- Excellent written and verbal communication skills
- Detail-oriented and able to handle multiple priorities and deadlines
- Able to give, receive and analyze information, formulate work plans, prepare written materials and articulate goals and action plans
- Able to resolve problems, handle conflict and make effective decisions

MASTER TEACHER

Eagle Mountain International Church

10 – 15 hours per week – Various days and hours

Description

- Teach and lead children in a classroom setting
- See that each child's needs are met spirit, soul and body
- Communicate necessary information to children, parents, volunteers and EMIC staff
- Prepare material and organize classroom
- Attend training and meetings
- Oversee all aspects of services on a weekly basis for a specific classroom and age group

Requirements

- High school diploma or equivalent
- Eighteen years of age or older
- Minimum one year previous experience in providing childcare
- Must be a member of EMIC, regularly attend services and support the leadership
- Knowledge of the Word of God
- Able to minister to children and adults
- Able to relate to children and their parents professionally with courtesy, respect and patience
- Able to maintain confidentiality
- Able to coordinate and prioritize multiple assignments and meet deadlines
- Able to lift 40 pounds and agile enough to function in a children's ministry setting

NETWORK TELECOM TECHNICIAN

Information Technology

8:30 a.m. to 5:00 p.m. – Monday through Friday

Description

- Manage resources involved in the successful implementation and operation of KCM's data network and telecommunication infrastructure
- Work closely with other Information Technologies staff and end users to implement and maintain current and future projects
- Monitor data network and telecommunications infrastructure to ensure it meets KCM's requirements
- Identify issues and appropriate courses of action to resolve them
- Apply appropriate information and methodologies to Information Technologies technical projects
- Work with internal and external consulting resources in the successful completion of technical projects
- Provide after-hours coverage as assigned

Requirements

- Bachelors degree in Management Information Systems or related field preferred
- Minimum of two years of relevant, successful information systems and/or information systems consulting experience in a data network and telecommunications environment
- Technical knowledge and experience in LAN technology and equipment along with WAN technology
- Technical experience in firewall administration and current network diagnostic tools
- Experience with Nortel equipment is strongly preferred
- Microsoft MSCE certification or 3 plus years experience with Windows NT server and TCP/IP protocol preferred
- Technical knowledge and experience working with Northern Telecom Meridian SL-1 equipment, Voice mail, and ACD preferred
- Demonstrated ability to quickly assimilate and comprehend major business systems employed throughout the Ministry
- Familiarity with a wide variety of the field's concepts, practices and procedures
- Must be on-call 24/7 to maintain critical system availability and handle critical issues if they arise
- Able to lift 50 lbs
- Able to work up to 15 feet above the ground using a ladder
- Able to give, receive and analyze information, formulate work plans, prepare written materials and articulate goals and action plans
- Able to resolve problems, handle conflict and make effective decisions
- Able to interact courteously and professionally with diverse groups of people

PRAYER MINISTER

Partner Ministries
Full Time Positions – Various Shifts and Days Off -- 4 Day Workweek
Part Time Positions – 25 hours per week – Monday through Friday

Description

- Minister to Partners and Friends by direct telephone contact
- Meet the basic customer service needs of callers
- Provide individual ministry to Partners and Friends through the prayer line
- Provide Partners and Friends with appropriate product to help in their spiritual growth
- Record the contact in the computer system
- Follow up with Partners and Friends who have written or called for prayer
- Pray over correspondence from Partners and Friends
- Minister to any staff member who requests help in facing difficult situations
- Perform other related duties and responsibilities as assigned

Requirements

- High school diploma or equivalent
- Previous ministerial experience
- Able to identify the needs of Partners and Friends and determine best how to pray
- Must be a licensed minister (License will be issued through EMIC)
- Excellent written and verbal communication skills
- Basic computer and word processing skills
- Advanced understanding and knowledge of the written Word of God with demonstrated abilities in instructing, teaching and edifying
- High knowledge of Kenneth and Gloria Copeland teaching materials and beliefs
- Spiritually and emotionally mature, portraying a Godly character that exemplifies the lifestyle and behavior of a Minister of the Gospel, as outlined in the Word of God and KCM ministry handbook
- Able to appropriately handle sensitive and confidential information
- Good telephone etiquette with strong interpersonal skills in ministering and one-on-one contact
- Must have good command of the English language
- Practical application of faith in the Word of God in daily living
- Attend and be a member of a church that believes the same foundational principles as Kenneth Copeland Ministries

STAFF ACCOUNTANT

Accounting
8:30 am to 5:00 pm – Monday through Friday

Description

- Reconcile deposits, wires, written checks and credit card receipts
- Analyze and relieve prepaid accounts and designated contributions
- Record non-cash contributions
- Run various processes
- Review reports and analyze expenses
- Prepare and post required journal entries
- Analyze and reconcile balance sheet accounts
- Generate monthly financial reports
- Close the general ledger monthly

Requirements

- Bachelor's degree in accounting or equivalent experience preferred
- Three to five years accounting experience
- 10 key by touch (10,000 kph)
- Basic knowledge of word processing
- Advanced knowledge of Microsoft Excel
- Experience in People Soft Financial preferred
- Skilled in creating and running queries
- Good communication skills
- Able to maintain confidentiality
- Able to sit at a computer for up 75 hours per day and perform a moderate amount of data entry
- Must be detailed, organized and able to meet deadlines

WEBMASTER

Information Technologies

8:30 am to 5:00 pm – Monday through Friday

Description

- Responsible for day-to-day content management of websites
- Conduct annual business reviews and forecasts
- Assist with E-commerce strategy
- Manage multiple projects and meet deadlines
- Assist with the development and implementation of creative strategy, concepts, design and functionality
- Work closely with marketing, graphics and other teams to create original web pages/web sites/HTML emails and emulate existing web pages
- Coordinate with external vendors, internal stakeholders, marketing and development teams as internal project lead for website related projects
- Field questions and issues from public site visitors and work with internal team and hosting providers' to identify and resolve web related problems with minimal disruptions or downtime
- Track website usage statistics and user feedback to formulate strategies for short term and long term improvements
- Document procedures and provide support to team by compiling and maintaining an FAQ with answers and references to further information

Requirements

- Bachelor's degree in marketing, information technology, graphics, publishing or related field or equivalent experience
- Seven years leadership experience in Web site design and development
- Demonstrated and creative experience with Drupal CMS--installation, upgrade, module modification, shopping cart, and workflow
- Demonstrated SEO and SEM knowledge
- Experience in SQL, DB structure, and ETLs--MySQL
- Excellent verbal and written communication skills
- Solid analytical, conceptual, and technical skills with the ability to trouble-shoot and solve problems
- Fundamental understanding of marketing and branding
- Working knowledge of streaming multimedia applications such as video and audio streaming—Flash and Silverlight
- Solid experience in image optimization techniques
- Working knowledge of content management systems, PCI compliance, secure transactions and encryption
- Understanding of and experience with Linux, PHP, Apache, MYSQL and web services
- Working knowledge of Adobe software, JavaScript, Flash, XML, HTML/XHTML, CSS, Perl/CGI, Web 2.0, ASPX and cross-browser/platform web development techniques
- Able to set priorities, stay focused and set and meet clear milestones
- Good command of the English language
- Able to resolve problems, handle conflict and make effective decisions
- Able to give, receive and analyze information, formulate plans, prepare written materials and articulate goals and action plans
- Able to sit at a computer for a minimum of seven hours per day