

JOB DESCRIPTION - OFFICE ASSISTANT

Academic Vice President's Office, Bethany College

POSITION TITLE: Office Assistant

SUPERVISOR: Office Manager

FUNCTIONS: To assist the Office Manager with daily office operations

Primary functions include:

- 1) Office support duties as assigned by the Office Manager
- 2) Word processing and data entry on office computer system.

RESPONSIBILITIES:

- Data management & word processing
- Update faculty database
- Make copies and get mail
- Assist in carrying out the details of special event this office plans
- Help collect and organize syllabi
- Aid in the preparation of course evaluations
- Perform other clerical duties as assigned

POSITION REQUIREMENTS:

- 10 hours/week during school year
- Full year's commitment desired because of the time-consuming training involved

QUALIFICATIONS:

- Experience or training in office support
- Work Study
- Computer word processing and data entry skills
- Highly responsible, accurate, and respectful of confidential materials
- Ability to learn and take directions
- Minimum cumulative Bethany GPA of 2.5 preferred

STANDARDS OF PERFORMANCE:

- Periodic evaluation by the Office Manager

Career Services

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