

JOB DESCRIPTION – OFFICE ASSISTANT FOR ADVANCEMENT OFFICE

Advancement Office, Bethany College

POSITION TITLE: Office Assistant - Advancement Office

SUPERVISOR: Office Manager

FUNCTIONS: To assist the Advancement Office with daily office operations

Primary functions include:

- 1) Assist with getting direct mailing pieces ready to send
- 2) Office support duties as assigned by the Office Manager
- 3) Word processing and data entry on office computer system.

RESPONSIBILITIES:

Copy Work

Data Management and word processing

Customer service duties include phone reception, greeting people, and opening mail.

Perform other clerical duties as assigned

POSITION REQUIREMENTS:

10 hours per week during the school year

Full year's commitment desired because of the time-consuming training involved

QUALIFICATIONS:

Experience or training in office support

Work study (preferred)

Computer work processing and data entry skills

Highly responsible, accurate, and respectful of confidential materials

Ability to work as a team member with staff

Ability to learn and take directions

Minimum cumulative Bethany GPA of 2.5 preferred

STANDARDS OF PERFORMANCE:

Periodic evaluation by the Office Manager in conjunction with the Director of Alumni Development.

Career Services Office

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