

## JOB DESCRIPTION – OFFICE ASSISTANT FOR ALUMNI OFFICE

Office of Alumni Development, Bethany College

POSITION TITLE: Office Assistant - Alumni Office

SUPERVISOR: Office Manager

FUNCTIONS: To assist the Alumni Office with daily office operations

Primary functions include:

- 1) Support with Alumni/Advancement Web work
- 2) Office support duties as assigned by the Office Manager
- 3) Word processing and data entry on office computer system.

RESPONSIBILITIES:

Updating web pages daily as assigned

Copy Work

Data Management and word processing

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

Perform other clerical duties as assigned

Host at events as able

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

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