

JOB DESCRIPTION - OFFICE ASSISTANT

Office of Assessment, Bethany College

POSITION TITLE: Office Assistant

SUPERVISOR: Assessment Coordinator

FUNCTIONS: To assist the Assessment Coordinator with daily office operations

Primary functions include:

- 1) office support duties as assigned by the Assessment Coordinator
- 2) word processing and data entry on office computer system.
- 3) Updating information on the web page

RESPONSIBILITIES:

Data management & word processing

Update & develop assessment information

Copy work

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

Maintain assessment files

Assist students with office resources as needed

Perform other clerical duties as assigned

POSITION REQUIREMENTS:

8 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. Must know Excel

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 Assessment Coordinator in conjunction with the Dean's office.

Career Services

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