

SUPERVISOR: P. Gentine

JOB TITLE: Office worker, Business Department

WORK HOURS: Not to exceed 10 hours per week

QUALIFICATIONS:

Must be a business major

If a freshman, responsibilities will be limited for the first 2 years—the plan is to keep the same individual until he/she graduates

Schedule can be very flexible

Must be able to work independently as much of the routine work can be done outside normal “office hours.”

RESPONSIBILITIES:—as directed

Photo copy materials for class and department use

Organization of course materials

Grading of assigned materials

Collection of mail from Presser mail box

Phone calls/follow-up

Library/internet research

Research summary preparation

Other duties as assigned.

ESSENTIAL BEHAVIORS:

Maintain communications with professor

Status of assigned work

Work schedule changes

Accurate and timely time reporting

ABSOLUTE CONFIDENTIALITY OF MATTERS HEARD, SEEN OR READ IN PERFORMANCE OF OFFICE DUTIES.

Career Services

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