

POSITION TITLE: Career Services Office Assistant

SUPERVISOR: Office Manager

FUNCTIONS: To assist the Office Manager with daily office operations

- 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 & develop Career Library, Job Board, and other career resources

Copy work

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

Maintain teacher candidate 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

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

Office of Career Services

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