

## JOB DESCRIPTION - OFFICE ASSISTANT

Office of Cheer & Dance, Bethany College

POSITION TITLE: Office Assistant-Cheer & Dance

SUPERVISOR: Head Cheer & Dance Coach-Ana Schlosser ext. 8325

FUNCTIONS: To assist the Coach with daily office tasks and recruiting for Cheer & Dance

Primary functions include:

- 1) Office support duties as assigned by the Head Coach
- 2) Word processing and data entry on office computer system.

### RESPONSIBILITIES:

Data management & word processing and copy work  
Update & develop schedules  
Engage in recruiting through events, phone and email contact  
Customer service duties include phone reception, greeting people, and opening mail  
Maintain confidentiality of athlete files  
Maintain inventory, equipment and uniform management  
Perform other duties as assigned

### POSITION REQUIREMENTS:

6-10 hours per week during school year  
Full year's commitment desired

### QUALIFICATIONS:

Experience or training in office support  
Work Study eligible  
Computer word processing and data entry skills  
Highly responsible, accurate, and respectful of confidential materials  
Ability to work as a team member with staff, good people skills as sometimes communicating with people you don't know through recruiting.  
Ability to learn and take directions, manage multiple tasks  
Minimum cumulative Bethany GPA of 2.5 preferred

### STANDARDS OF PERFORMANCE:

Periodic evaluation by the Supervisor in conjunction with the Director

Career Services

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