

JOB DESCRIPTION - OFFICE ASSISTANT

Education Office, Bethany College

POSITION TITLE: Office Assistant #2

SUPERVISOR: Licensure Officer

FUNCTIONS: To assist the Licensure Officer with daily office operations

Primary functions include:

- 1) office support duties as assigned by the Licensure Officer and/or Education faculty
- 2) word processing and data entry on office computer system

RESPONSIBILITIES:

Data entry & word processing

Copy work

Customer service duties include answering the phone, greeting students and guests

Preparing and delivering outgoing mail and picking up and distributing incoming mail

Maintain Teacher Education and advising files

POSITION REQUIREMENTS:

10 hours/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 word processing and data entry skills – Word and Excel

Highly responsible, accurate, and respectful of confidential materials

Ability to work as a team member with students, staff and faculty

Ability to follow directions

STANDARDS OF PERFORMANCE:

Periodic evaluation by the Licensure Officer in conjunction with the Chair of the Education Department

Career Services Office

Lower Warner Hall

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