

JOB DESCRIPTION - OFFICE ASSISTANT

Enrollment Services, Bethany College

POSITION TITLE: Office Assistant

SUPERVISOR: Administrative Assistant to the Registrar

FUNCTIONS: To assist the Administrative Assistant with daily office operations

Primary functions include:

- 1) office support duties as assigned by the Administrative Assistant
- 2) catalog updates on Page Maker

RESPONSIBILITIES:

Helps maintain student academic records in data base

Oversees transcript requests

Student Registration

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

Prepares advisor folders

Maintains data for graduate spread sheet

Perform other clerical duties as assigned

POSITION REQUIREMENTS:

10 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

Knowledge in Page Maker, Microsoft Office, and 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 Office Manager in conjunction with the Director

Career Services Office

Lower Warner Hall

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