

## JOB DESCRIPTION – General Tutor/BASS Office Assistant

Office of Bethany Academic Support Services, Bethany College, Lindsborg, KS

POSITION TITLE: General Tutor/BASS Office Assistant

SUPERVISOR: Director of Bethany Academic Support Services

FUNCTIONS: To provide help to students in general education classes, and assist the Director with functions of the office

Primary functions include:

- 1) Provide help on a drop in basis to students who want help with their assignments for their general education classes.
- 2) Provide help on an on-call basis to students who want help with their assignments for their general education classes.
- 3) Clerical duties for various projects
- 4) Help with some accommodations for students with disabilities.
- 5) Various office duties, especially when Director is unavailable.

## RESPONSIBILITIES

Work required

Help the BASS office to promote high academic standards among students.

Help individual students plan, revise, and edit papers, complete and understand homework, learn good study habits.

Lead study sessions for small groups of students in classes that you have taken.

Be able to complete basic computer jobs including word-processing and data-processing.

Use the photocopier and shredder.

Answer the phone, take messages.

Additional Responsibilities – other as assigned and as needed.

## POSITION REQUIREMENTS

Average 10 hours per week during the academic year, including Interterm, with 4 – 8 of those hours in the office between 9:00 and 5:00, Monday through Friday.

## QUALIFICATIONS

Strong academics (cumulative GPA 3.0 or greater)

Sophomore, Junior, or Senior class

Very reliable and ability to maintain high degree of confidentiality

Strong clerical skills including keyboard, computer, electronic document organization

Good interpersonal skills; ability and attitude

Good organizational skills; ability to help with a variety of projects at one time

Creativity and good problem solving skills

Completion of EN101 and HI101 or HI102 and a strong recommendation from a professor of English.

Career Services

Lower Warner Hall

785.227.3380 Ext. 8230

Fax: 785.227.3500

Career\_service@bethanylb.edu