

JOB DESCRIPTION – STUDENT ADMINISTRATIVE ASSISTANT

Office of Human Resources/Payroll and Accounting, Bethany College

POSITION TITLE: Student Administrative Assistant

SUPERVISOR: HR/Payroll Manager/CFO

FUNCTIONS: To provide clerical and secretarial support for HR and accounting area

Primary functions include:

- 1) Maintain confidential files and data assigned by the HR/Payroll Manager
- 2) Provide support in accounting area which may include support for answering telephones, greeting students and visitors, arranging for appointments and referrals, typing and filing.

RESPONSIBILITIES:

Data management & word processing for Human Resources
Update recruitment data and complete word processing in recruitment.
Assist with timesheets and leave paper work. Assist with payroll entry.
Customer service duties include phone reception, greeting people, copy and filing
Assist with data base on student employees including I-9 and W-4
Assist accounting employee with office resources as needed
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 in performing administrative duties of a confidential nature.
Experience with Microsoft Office Suite
Knowledge of modern office practices and procedures
Computer word processing and data entry skills
Highly responsible, accurate, and respectful of confidential materials
Ability to work as a team member with staff
Excellent organizational skills. Ability to handle multiple projects or assignments concurrently and be very results-orientate.
Ability to learn and take directions
Ability to project a positive, concerned image to internal and external customers.

STANDARDS OF PERFORMANCE:

Periodic evaluation by the HR/Payroll Manager in conjunction with the CFO

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