

## JOB DESCRIPTION – HONORS PROGRAM ASSISTANT

Bethany College

POSITION TITLE: Honors Program Assistant

SUPERVISOR: Honors Program Coordinator

FUNCTIONS: To assist the Program Coordinator in all ways possible

Primary functions include:

- 1) Contacting students and disseminating information to students interested in and involved in the program
- 2) Free coordinator to work on program development and activities

RESPONSIBILITIES:

Assist in mailings and student contact

Maintain accurate records of contacts and of student involvement in program

General office/clerical work: making copies, word processing, etc., as assigned

Mentor students in the program and student's in coordinator's other courses

Organize interview times with prospective Honor's students and interviewers

POSITION REQUIREMENTS:

5-10 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

Computer word processing and data entry skills

Highly responsible, accurate, and respectful of confidential materials

Ability to learn and take directions

Member of the Honors Program in good standing

STANDARDS OF PERFORMANCE:

Periodic evaluation by the Honors Program Coordinator

Career Services

Lower Warner Hall

785.227.3380 Ext. 8230

Fax: 785.227.3500

Career\_service@bethanylb.edu