

## JOB DESCRIPTION - OFFICE ASSISTANT

Art Department, Mingenback Art Center, Bethany College

POSITION TITLE: Office Assistant

SUPERVISOR: Art Dept. Administrative Assistant: Janie Tubbs

FUNCTIONS: To assist with office operations

Primary functions include:

- 1) duties as assigned by the Art Dept. Administrative Assistant
- 2) word processing and data entry on office computer system.

### RESPONSIBILITIES:

Data management & word processing (knowledge of Word, Excel, Access needed)  
Help update the Art Dept.: Recruitment database; Mailing database  
Enter data into Art Dept. expenditure spreadsheet  
Filing  
Copy work  
Perform other clerical duties as assigned

### POSITION REQUIREMENTS:

2 hour/week during school year

### QUALIFICATIONS:

Experience or training helpful, but not necessary  
Work Study preferred, but not necessary  
Excellent computer word processing and data entry skills  
Detail oriented  
Highly responsible, accurate, and respectful of confidential materials  
Ability to work as a team member with staff  
Ability to learn and take directions

### STANDARDS OF PERFORMANCE:

Periodic evaluation by the Office Manager in conjunction with the Chair of the Art Department

Career Services

Lower Warner Hall

785.227.3380 Ext. 8230

Fax: 785.227.3500

Career\_service@bethanylb.edu