

JOB DESCRIPTION - OFFICE ASSISTANT

Athletic Department, Bethany College

POSITION TITLE: Office Assistant

SUPERVISOR: Office Manager

FUNCTIONS: To assist the Office Manager with daily office operations

Primary functions include:

- 1) office support duties as assigned by the Office Manager
- 2) word processing and data entry on office computer system.

RESPONSIBILITIES:

Data management & word processing

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

Assist coaches with office resources as needed

Perform other clerical duties as assigned

POSITION REQUIREMENTS:

8 hours/week during school year

Full year's commitment desired

Must have Federal Work Study

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 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

Lower Warner Hall

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