

JOB DESCRIPTION - OFFICE ASSISTANT

Office of Dr. Joyce Pigge, Bethany College

POSITION TITLE: Office Assistant

SUPERVISOR: Dr. Joyce Pigge

FUNCTIONS: To assist Dr. Pigge

RESPONSIBILITIES:

Copy work

Filing confidential student materials

Assisting with preparation of student materials

Collecting mail and taking mail to the mail room

Perform other clerical duties as assigned

POSITION REQUIREMENTS:

5 to 8 hours/week during school year

Full year's commitment desired but not mandatory

QUALIFICATIONS:

Work Study

Highly responsible, accurate, and respectful of confidential materials

Ability to learn and take directions

Minimum cumulative Bethany GPA of 2.5 preferred

STANDARDS OF PERFORMANCE

Expectation that will always arrive for work as promised, other than for illness.

Career Services

Lower Warner Hall

785.227.3380 Ext. 8230

Fax: 785.227.3500

Career_service@bethanylb.edu