

JOB DESCRIPTION - OFFICE ASSISTANT/FIELD MAINTENANCE

Softball Office, Bethany College

POSITION TITLE: Office Assistant

SUPERVISOR: Janice Esses

FUNCTIONS: To assist in the Office with daily office operations

Primary functions include:

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

RESPONSIBILITIES:

Data management & word processing

Filing

Copy work

Organizing and taking inventory of equipment.

Help with the maintenance of the softball field. (field prep)

Perform other clerical duties as assigned

POSITION REQUIREMENTS:

6-10 hours/week during school year

Full year's commitment desired

Willingness to maintain softball field.

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

STANDARDS OF PERFORMANCE:

Periodic evaluation by the Office Manager in conjunction with the Director

Career Services

Lower Warner Hall

785.227.3380 Ext. 8230

Fax: 785.227.3500

Career_service@bethanylb.edu