

POSITION TITLE: Office Assistant

SUPERVISOR: Coordinator of Student Activities and Summer Programs

FUNCTIONS: To assist with daily office operations

Primary functions include:

- 1) Office support duties as assigned
- 2) Word processing and data entry on office computer system
- 3) Assist with hosting outside groups, may include some evenings &/or weekends

RESPONSIBILITIES:

Data management & word processing

Copy work

Customer service duties including phone reception and greeting people

Perform other clerical duties as assigned

Room set-ups for outside groups

POSITION REQUIREMENTS:

5 hours/week in the morning during the school year

QUALIFICATIONS:

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

Sound System experience helpful but not required

Minimum cumulative Bethany GPA of 2.5 preferred

STANDARDS OF PERFORMANCE:

Periodic evaluation by the Coordinator of Student Activities and Summer Programs

Career Services

Lower Warner Hall

785.227.3380 Ext 8230

Career_service@bethanylb.edu