

## JOB DESCRIPTION – P.M. OFFICE ASSISTANT (AFTERNOON)

Student Life Central Office, Bethany College

POSITION TITLE: P.M. Office Assistant

SUPERVISOR: Administrative Assistant

FUNCTIONS: To assist the Administrative Assistant in the daily operations.

Primary functions include:

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

### RESPONSIBILITIES:

Data management and word processing  
Update bulletin boards pertaining to Student Life activities as assigned.  
Copy, file and shred  
Help Director of Residence Life when requested  
Cover office when Administrative Assistant is out of the office.  
Assist students and RAs with office resources as needed  
Execute additional clerical duties, including phone services, as assigned  
Issue parking stickers and ID cards when needed

### POSITION REQUIREMENTS:

10 hours/week during the academic year (3-5 PM preferred)  
Full year's commitment desired because of the time consuming training and confidentiality involved.

### QUALIFICATIONS:

Work study  
Experience in office support  
Word processing and data entry skills  
Highly responsible, accurate, and respectful of confidential materials  
Ability to work as a team member with the staff  
Ability to learn and take directions  
Minimum cumulative Bethany GPA of 2.5 preferred

### STANDARDS OF PERFORMANCE:

Periodic evaluation by the Administrative Assistant in conjunction with the head of the Student Life Central Office.

Career Services  
Lower Warner Hall  
785.227.3380 Ext. 8230  
Fax: 785.227.3500

Career\_service@bethanylb.edu