

JOB DESCRIPTION – NOON HOUR OFFICE ASSISTANT

Student Life Central Office, Bethany College

POSITION TITLE: Noon Hour 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:

Answer the phone and execute additional clerical duties
Copy, file and shred
Update bulletin boards pertaining to Student Life activities as assigned.
Issue parking stickers and ID cards when needed
Some word processing and data entry

POSITION REQUIREMENTS:

5 hours/week during the academic year
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
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