

JOB DESCRIPTION – WOMEN’S BASKETBALL OFFICE ASSISTANT

Women’s Basketball Office, Bethany College

POSITION TITLE: Office Assistant

SUPERVISOR: Head Coach

FUNCTIONS: Assist with administrative duties associated with the operation of the women’s basketball program.

RESPONSIBILITIES:

Word processing

Copy work

Customer service duties include phone reception and opening mail

Updating recruiting database

Assisting with bulk mailings and women’s basketball correspondence

General Filing and record-keeping

Perform other clerical duties as assigned

POSITION REQUIREMENTS:

2 hours per day (not to exceed 10 hours per week) during school year on a regular schedule as arranged by worker and head coach.

Full year's commitment

QUALIFICATIONS:

Experience or training in office support

Computer word processing and data entry skills

Highly responsible, accurate, and respectful of confidentiality

Ability to multitask and work independently

Ability to learn and take directions

Minimum cumulative Bethany GPA of 2.5 preferred

STANDARDS OF PERFORMANCE:

Periodic evaluation by the Head Coach

Career Services

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