

JOB DESCRIPTION – Writing Tutor/BASS Office Assistant

Office of Bethany Academic Support Services, Bethany College, Lindsborg, KS

POSITION TITLE: Writing Tutor/BASS Office Assistant

SUPERVISOR: Tom Claassen, Director of Bethany Academic Support Services

FUNCTIONS: To provide help to students in those classes that require writing, and assist the Director with functions of the office.

Primary functions include:

- 1) Provide help on a drop in basis to students who want help with their writing assignments.
- 2) Provide help on an on-call basis to students who want help with their writing assignments.
- 3) Clerical duties for various projects.
- 4) Help with some accommodations for students with disabilities.
- 5) Various office duties, especially when Director is away.

RESPONSIBILITIES

Help the BASS office to promote high academic standards among students.

Help individual students plan, revise, and edit papers.

Work with small study groups to facilitate test preparation or project completion.

Be able to complete basic computer jobs including word-processing and data-processing

Use the photocopier and shredder

Answer the phone, take messages.

Additional Responsibilities – other as assigned and as needed.

POSITION REQUIREMENTS

Average 10 hours per week during the academic year, including Interterm, with 4 – 8 of those hours in the office between 9:00 and 5:00, Monday through Friday.

QUALIFICATIONS

Sophomore, Junior, or Senior class

Very reliable and ability to maintain high degree of confidentiality

Strong clerical skills including keyboard, computer, electronic document organization

Good interpersonal skills; ability and attitude

Good organizational skills; ability to help with a variety of projects at one time

Creativity and good problem solving skills

Strong academics (cumulative GPA 3.0 or greater)
Completion of EN101 and HI101 or HI102 at Bethany, and a recommendation from English
Department faculty.

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