



## **JOB DESCRIPTION: Social Sciences/Business Faculty Assistant (Discipleship)**

**Name of Position:** Student Worker for the Social Sciences/Business Faculty Assistant and the Discipleship Director.

**Department:** Social Sciences & Business Divisions

**Campus Location:** Mossman 134

**Supervisor:** Pam Olney

**Length of Contract:** Academic Year 2017-18

**Pay Rate:** Minimum Wage

**Job Purpose:** To assist the Discipleship Director(s) and the Faculty Assistant with a wide variety of office support and administrative duties for the Discipleship Program, the faculty in the Social Science/Business Divisions and Southwestern Students. NOTE: This job does not qualify for Federal Work study and will be paid through the campus employment budget.

### **Job Responsibilities:**

- Assist with answering phone calls, mailings, document scanning, printing and copying.
- Database maintenance in Power Campus and Leadership records.
- Decorating bulletin boards and running errands on campus.
- Update and maintain Discipleship website and Facebook page
- Greet office guests, answer questions and direct to the proper individual(s).
- Other administrative duties or special projects as assigned.
- Maintain communications with Discipleship team members and alumni.

**Qualifications:** The Student Worker Office Assistant position requires proficiency in the full range of general office services and functions as well as knowledge of the services of the Discipleship Program.

- Discipleship Team member
- Familiarity with the office equipment (computers, printers, paper cutter, etc.).
- Good computer skills (Microsoft Word, Excel, Publisher, Facebook, etc.).
- Excellent communication skills and detail oriented.
- The ability to handle student and faculty information confidentiality and professionally.
- Ability to work well with others.
- Willingness to tackle new projects as well as to drop a project to work on a more pressing job assignment.
- Ability to proctor tests in office with confidence and confidentiality.
- Ability to work 10 hours per week

### **Skill Development Areas:**

- Customer Service, Time Management, Multitasking, Communication, Intercultural proficiency, Student Learning.

**Evaluation:** Student worker will be evaluated at the end of each semester or the end of their job period.