



## **JOB DESCRIPTION: Business Office Assistant**

**Name of Position:** Student Worker for Business Office

**Department:** Human Resources, Payroll and Accounting

**Campus Location:** Main Campus Christy Building.

**Supervisor:** Bobi Muldrow, Lonnie Boyd, or Sheila Krug

**Length of Contract:** Academic Year

**Pay Rate:** Minimum Wage (higher pay may be offered for skilled work – accounting abilities, etc)

**Job Purpose:** Assist HR Director, VP of Finance or Payroll Administrator with duties as listed.

### **Job Responsibilities:**

- Assist with faxing, filing, running errands on campus, stuffing envelopes and making copies.
- Greet office guests, answer questions and direct to the proper individual(s).
- Data entry into a Microsoft Excel spreadsheet; database, etc.
- Accounting duties like entering Journal Entries into database.
- Other administrative duties or special projects as assigned.

### **Qualifications:**

- Experience preferred: Accounting and Business Majors are always preferred but not required.
- Familiarity with office equipment: Fax/ Scanner / Printer / Copier.
- Good computer skills: Microsoft Excel, Word, PowerPoint or database programs.
- Excellent communication skills and detail oriented.
- The ability to handle confidential matters and to be professional. CONFIDENTIALITY IS A REQUIREMENT.
- Ability to work well with others.
- Willingness to tackle new projects.
- Ability to work between 15 – 20 hours per week during business hours.
- Flexible schedule but at least 2 hours per session.
- Travel to sites via your own transportation may be required (rarely)

### **Skill Development Areas:**

- Student can develop skills in accounting, payroll and business office procedures.

**Evaluation:** Student will be evaluated based on attendance, attitude, dress (clean appearance) and abilities to master the tasks.