

Student Employment Job Description

JOB TITLE: Campus Ministries Office Assistant

DEPARTMENT: Campus Ministries

REPORTS TO: Administrative Assistant to the Chaplain

REQUIREMENTS:

- **Recommended Education/Training:** High School Diploma
- **Experience/Background/Knowledge:** Knowledge of Microsoft Office - Excel
- **Skills:**
 - Organizational
 - Oral and Written Communication
 - Ability to multi-task
 - Editing/Proofreading (preferred but not required)
- **Attire on the Job:** Business Casual
- **Expectations:**
 - High level of Confidentiality
 - Dependable
 - Detail Oriented
 - Professionalism
- **Special Requirements:** N/A
- **DUTIES** (include but not limited to):
 - Hosting and communicating with guests
 - Tracking mission trip documents
 - Data entry
 - Answering and making phone calls
 - Other duties as required

NORMAL WORKING HOURS and DAYS: Student will work four days a week approximately 10-12 hours per week depending on the needs of the office.