

Feather River College

Student Employment

Job Title: Office Assistant-Volleyball Program

DESCRIPTION:

Under direct supervision, student will perform a variety of office tasks including but not limited to: organizing and filing records, retrieving and distributing mail, prepare and mail recruiting packets, arrange and label game film, game management duties, and other related duties to be assigned.

ESSENTIAL DUTIES:

Student must be able to:

- File paperwork
- Access the internet for information
- Operate a variety of standard office equipment such as; a computer, copier, printer and fax machine, as well as equipment pertaining to recruiting videos such as a video camera and DVD copier.
- Properly address packets to be mailed
- Understand and execute game management duties

MINIMUM QUALIFICATIONS:

Basic Knowledge of:

Modern office equipment

Organizing files, records and other documentation

Basic computer operations and software applications (Microsoft Word, Excel, Office Publisher)

English composition, grammar, spelling and punctuation

Skills in:

Operating computers

Operating video cameras

Effective oral and written communication

Working effectively in an environment with frequent interruptions

Meeting deadlines in a timely and efficient manner

DESIRABLE QUALIFICATIONS:

Completion of high school

Experience working in an office or field setting

Knowledge of soccer

PHYSICAL CHARACTERISTICS:

Vision sufficient to read computer screens, handwritten and printed documents

Manual dexterity to operate keyboards and fill recruiting packets

Speech and hearing to communicate effectively

WORK SCHEDULE:

Ability to work 8-10 hours per week

TO APPLY:

Submit completed Application for Student Employment and Class Schedule form to the Advising/Counseling Center.