

# Feather River College

## Student Employment

### **Job Title: Office Assistant - Athletics**

#### **DESCRIPTION:**

Under direct supervision, student will perform a variety of clerical tasks including but not limited to: organizing files, prepare mailings, deposits, answer phones, retrieve and distribute mail, and other related duties as assigned. Position may be combined with minor game management duties. May work various summer camps and clinics, and food services.

#### **ESSENTIAL DUTIES:**

Student must be able to:

- Prepare documents under direct supervision
- File paperwork
- Audit student-athlete information for accuracy
- Access the internet for research and information
- Operate a variety of standard office equipment such as: a computer, copier, printer, fax machine, ten key calculator, office phone
- Drive a golf cart properly
- Work in outside conditions as required
- Maintain confidentiality

#### **MINIMUM QUALIFICATIONS:**

##### **Basic Knowledge of:**

Modern office procedures and equipment;

Organizing files, records, spreadsheets and other documentation

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

English composition, grammar, spelling and punctuation

##### **Skills in:**

Operating computers

Effective oral and written communication

Establishing and maintaining working relationships with those contacted in the course of the work

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 setting

Knowledge of athletics

Knowledge of digital camera operations

#### **PHYSICAL CHARACTERISTICS:**

Vision sufficient to read computer screens, handwritten and printed documents

Manual dexterity to operate keyboards, manipulate papers, answer phones

Speech and hearing to communicate effectively with individuals

Ability to stand or sit for undetermined lengths of time

Ability to carry items not weighing more than 50lbs

#### **WORK SCHEDULE:**

Ability to work 10-15 hours per week; may include some weekend and/or night hours

#### **TO APPLY:**

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