

College Student Employment Position

POSITION:

Agapé Center Office Assistant

HOURS:

10 hours/week. Flexible, to be determined between student & supervisor

DRESS:

Business casual, which could be jeans “dressed up.” There may be occasions for a more professional look.

IMMEDIATE SUPERVISOR:

Pat Olcott, Assistant to the Agapé Center

SPECIAL QUALIFICATIONS:

1. An outgoing, friendly personality
2. Knowledge and experience with Microsoft Office Professional Suite, GroupWise, and the internet
3. Creative ability to market the office’s programs and opportunities
4. Ability to be a ‘team player,’ while still being a self-starter/motivator
5. An interest in service – local, national, and international

PRIMARY DUTIES:

1. Greet guests of the Agapé Center warmly and offer assistance
2. Preparing bulletin boards in Eisenhower with different happenings
3. Prepare the bi-weekly Agape Center newsletter
4. Assist with general office duties—filing, typing, copying, etc
5. Other duties as assigned by immediate supervisor

AGAPÉ CENTER
WORK-STUDY POSITION APPLICATION

(Please attach a resume if you have one.)

Name _____ Year (circle) FR SO JR
SR

College Phone _____ Box Number

Major _____ Minor

Computer Software Knowledge/Experience:

Office Related Skills/Experience:

List any volunteer service, or international travel you have done:

High School and College Leadership Involvement and Roles:

List two references on campus (faculty, RD, administrator, staff) that we may contact:

Additional information that is relevant to this position:
