

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.

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 Student Application and Class Schedule form to the Career/Transfer Center.