

**COLLEGE WORK-STUDY
JOB DESCRIPTION**

NAME OF DEPARTMENT: Pastoral Ministries / Bible & Theology

NAME OF WORK-STUDY SUPERVISOR: Joy Apple

CONTACT INFORMATION: jaapple@northcentral.edu or 612-343-4767

WAGE RATE: \$7.50 per hour

LENGTH OF EMPLOYMENT: 2008-2009 academic year (August 27, 2008 - May 6, 2009)

PURPOSE OF JOB: To provide support to this department in any or all of the ways described in the duties and responsibilities listed below.

DUTIES AND RESPONSIBILITIES:

1. Answer phones and deal with student inquiries
2. Typing, Filing, Data entry, Making copies
3. Preparing Communion
4. Prepare letters, forms, memos, rosters, inventories, reports, etc.
5. Grade and record test scores
6. Grade projects and assignments
7. Enter quizzes on Moodle
8. Proctor exams as necessary
9. Any other project assigned by the department chair(s) or supervisor

OVERALL JOB QUALIFICATIONS:

People skills - good communication skills, cheerful personality, positive attitude, good phone skills, and good working relations with faculty and others.

Clerical skills - type 40-60 (or more) WPM, computer skills (Word, Excel, Outlook), good written/oral communication skills, and follow through with projects started.

Personal skills - willing to accept responsibility, good organizational skills, show initiative, punctual and willing to put in allotted time, willing to learn new skills, willing to take advice, follow directions, and complete any tasks requested by faculty or supervisor.