

**COLLEGE WORK-STUDY
JOB DESCRIPTION**

UNIVERSITY WORK STUDY JOB DESCRIPTION

NAME OF COLLEGE: Institute for Biblical and Theological Studies

PURPOSE OF JOB: To provide support to IBATS in the duties described below or other tasks as apparent or assigned.

DUTIES AND RESPONSIBILITIES:

1. Answer phones and deal with student inquiries.
2. Typing, data entry, making copies, archiving files.
3. Inventories, prepare emails, letters, memos, rosters, reports , etc.
4. Grade and record test scores.
5. Grade projects and assignments responsibly.
6. Enter quizzes on Moodle.
7. Proctor exams as necessary.
8. Any other projects as assigned by IBATS faculty or supervisors.
9. Help prepare for IBATS events and weekly student gathering.
10. Other tasks assigned based on personal skills and interests.

OVERALL JOB QUALIFICATIONS:

People skills: Friendly, willing attitude, IBATS team spirit and loyalty, a positive and professional demeanor in working with both students as well as faculty and staff.

Integrity: Promptness and reliability, FERPA compliance, and appropriate use of cell phones, texts and personal emails.

Self-Direction: Take initiative to do tasks at hand, follow-through and ask questions, anticipate tasks and general needs of IBATS, and creativity for new ideas to help boost IBATS programs, students and morale.

General skills: Strong computer skills, time management, and ability to multi-task.