



OFFICE MANAGER

Office of the President

DESCRIPTION

This individual is responsible for assisting Central Committee members in the daily functions of ASC, including scheduling meetings, answering student questions, organizing supplies, and taking minutes for ASC meetings. Daily duties may include checking in with ASC members, passing along information, performing routine tasks, filing records, and ordering/organizing supplies.

QUALIFICATIONS

This person must be comfortable working with people, be very detailed, self-motivated, reliable, flexible and responsible. It's recommended this person have previous ASC experience or other student leadership experience.

Applicants must be full-time students (minimum of 12 credit hours) in good standing with George Fox University for the duration of the time they hold their position. A minimum cumulative GPA of 2.5 is required at the time of application and must be maintained for the duration of the position.

RESPONSIBILITIES

- Be in the office to assist ASC members with current needs
- Organize supplies
- Keep official records and files of previous ASC actions
- Schedule ASC meetings and retreats
- Take minutes for all Central Committee meetings
- Screen emails and refer questions to proper individuals
- Attend leadership forums as required by Central Committee
- Attend In-Service days prior to the first day of class of fall semester
- Abide by all GFU community lifestyle standards as outlined in the Student Handbook

TIME COMMITMENT

- 7-10 hours weekly (approximately, including minimum office hours)
- For payment inquiries, visit the ASC offices

APPLY ONLINE – ASC.GEORGEFOX.EDU