

20 FSS EDUCATION AND TRAINING SECTION VOLUNTEER POSITION DESCRIPTION

POSITION TITLE: Administrative Assistant
CONTACT PERSON: Donald C. Ellwood, Education & Training Section Chief
PHONE: 895-4716
WORK LOCATION: Bldg 501, Shaw AFB
ORGANIZATION: Education and Training Section
ADDRESS: 398 Shaw Drive, Shaw AFB
HOURS NEEDED: Core work hours are: 0730 – 1630
(time can be set upon mutual agreement)
DAYS NEEDED: Any days available
START DATE: As soon as agreed upon by both parties
END DATE (If temporary): End date to be determined by Government

VOLUNTEER DUTIES: General administrative duties to assist 20 FSS/FSDE personnel with varied office duties. Duties may include receptionist duties, proofing, and typing. May be required to use multiple forms of office automation and software with varied functions to produce a wide range of documents, formats, etc. May use word-processing software to create, copy, edit, store, retrieve, and print forms, memos, and letters; uses existing database or spreadsheet software to create, enter, revise, sort, calculate, or retrieve data for reports; and uses graphics software to provide graphs and charts for reports and presentations.

After training, may be asked to carry out familiar assignments in accordance with previous instructions, standard procedures for creating documents, or entering or retrieving data, and established use of software packages.

SPECIAL REQUIREMENTS:

1. Have a working knowledge of computers (MSWord, MS Excel, MS PowerPoint)
2. Be familiar with the military system and chain of command
3. Exhibit and have exceptional interpersonal and telephone skills. Be good at dealing with customers and diverse groups of people
4. Have ability to work successfully in high operations tempo

ADVANTAGES FOR VOLUNTEERS WORKING IN YOUR ORGANIZATION

1. Obtain a variety of skills that can be used to build a strong resume.
2. Obtain interactions with multiple base offices and customers
3. Gain skills in the Education and Training Section

TRAINING:

1. Training volunteer will receive training on operation of various office equipment to include, but not limited to: computers, scanners, FAX machine, and copy machine
2. Training will be one-on-one instruction from contracting professionals

Signature of "Volunteer"

Date

Signature of Volunteer Supervisor

Date