

FEDERAL WORK STUDY JOB DESCRIPTION

DEPARTMENT: The Gail & Richard Lumpkin School of Nursing
POSITION: Student Employee
SUPERVISOR(S): Brad Green
PURPOSE / ROLE: Assisting the Administrative Aide
QUALIFICATIONS: Preferred: Pre-Nursing or Nursing/Computer Knowledge
CONTRACT DATE: FALL/SPRING SEMESTER FOR CURRENT ACADEMIC YEAR
RATE OF PAY: STATE MINIMUM WAGE
SCHEDULE: VARIES TO ACCOMMODATE STUDENT'S CLASS SCHEDULE

DUTIES AND RESPONSIBILITIES:

- 1.) Assist the Administrative Aide
- 2.) Answer the Phone
- 3.) Filing
- 4.) Data Entry
- 5.) Assist with the Simulation Lab (Cleanup)
- 6.) Department Projects

Click or tap to enter a date.