

Nursing Office Assistant – Nursing and Allied Health

Work Study Job Type:

Office Assistant

Reports to:

Office Assistant II, Nursing Program

Duties and Tasks:

Overall duties and responsibilities include, but are not limited to, the following:

Assist the Computer Lab Manager in the computer labs and classrooms to include setting-up audio/video equipment and assisting students

Assist the Computer Lab Manager/Office Assistant with inventories and other required reports using Microsoft Office programs, to include Word, Excel, and Access

Assist Clerks with customer service and answering phones

Check in/out DVD's/CD's to faculty and students from media library

Monitor computer lab during "open lab" hours

Required Skills/Experience:

Must have at least one year experience working with Windows 7/XP operating systems

Proficient in Microsoft Office programs 2003/2010

Ability to work with alpha/numeric filing systems

Demonstrate data entry and word processing with a high degree of accuracy

Additional Requirements:

Must be able to bend at the knees and lift 50lbs

Must maintain strong confidentiality of student/faculty information

Demonstrate strong customer service skills in establishing and maintaining relationships with students, faculty/employees of all levels, and external customers

Eligibility Specific Requirements:

Students must have applied for Financial Aid and maintain a temporary and cumulative GPA of 2.0 or higher.

Students must be continually enrolled as a half-time student (6 credit hours) or as a Skill center student carrying a minimum of 12 clock hours a week.