WORK STUDY AND STUDENT EMPLOYMENT JOB DESCRIPTION

JOB TITLE: Clinical Education Office Assistant

HOURLY PAY RATE: Based on the number a student has participated in the FWS or CWS Program

The standard student pay rate is $12 for the first year working on campus, and one dollar additional per hours thereafter. If you are requesting a different pay rate, please explain why:

DESCRIPTION/DUTIES/SKILLS
Assisting with the administrative details of the Clinical Education department
Typing
Filing
Other office tasks as needed
Assisting with Special Events

QUALIFICATIONS AND/OR SKILLS REQUIRED
A sense of humor and a commitment to teamwork is necessary.
Good organizational skills
Some computer knowledge

DEPARTMENT, Clinical Education, ACADEMIC PERIOD, 2017-2018

NUMBER OF STUDENTS NEEDED: 1-3

TERMS EMPLOYMENT IS NEEDED: Fall and Spring

DAYS AND HOURS: 10-15 hours per week

COMMENTS:
If you are interested in this position e-mail Tracy Kelley at kelleyt@neco.edu

SUPERVISOR: Tracy Kelley
BUDGET HEAD: Erik Weissberg
ACCOUNT NUMBER 2420

NOTE: FWS ELIGIBLE STUDENTS HAVE PRIORITY FOR ALL POSITIONS