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

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 2018-2019

NUMBER OF STUDENTS NEEDED 1-3

TERMS EMPLOYMENT IS NEEDED Fall and Spring

DAYS AND HOURS 10-20 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