

## JOB BULLETIN: 10/07/2009

**ORGANIZATION NAME:** Dishman Department of Nursing

**Job ID:** 5621      **Job Title:** Work Study / Student Assistant

**Job Location:** Room 233A, McFaddin Ward Building

**Employment Date(s):** Immediately to Open

**Work Schedule:** Flexible hours depending on class schedule

**# of Openings:** 1

**Salary:** \$8.00/hr

**Hours Per Week:** 20

**Position Type:** Work Study

### **JOB DESCRIPTION**

To assist Dishman Department of Nursing staff and faculty by helping in the department office. Tasks include providing general information, filing, occasional data entry, photocopying, answering phones, picking up campus mail, running errands on campus.

### **QUALIFICATIONS**

Knowledge of office machines (e.g., computers, typewriters, copier, adding machine, fax machine).

Clerical Skills (Microsoft Word, Microsoft Access, Microsoft Excel)

Public relations skills, telephone skills (politeness, accuracy in messages).

Must be a non-nursing major.

### **REQUIREMENTS**

**Major(s):**

**Citizenship:** No

**Classification:** Freshman, Junior, Senior, Sophomore

### **APPLICATION INSTRUCTIONS**

Please submit application to the career center for forwarding to the hiring department.

**APPLICATION DEADLINE:** 12/06/2009