

## Health Professions

### Responsibilities:

- General office duties
- Answer phone
- Computer data entry
- Photocopying
- Assist with distribution of event announcements around campus
- Other duties, as assigned

### Qualifications:

- Must be friendly, motivated, mature, responsible, organized and work well with others
- Familiarity with Microsoft Office, including Excel
- Good time management
- Student should NOT be considering a Health profession