

Student Job Description

Department: Health Center

Location: Wicker Wellness Center

Supervisor's Name: Angela Stefanatos

Please indicate hours/shifts available: Mondays 8:30 am to 8:00 pm and Tuesdays - Fridays 8:30 am to 5:00 pm

Rate of Pay: minimum wage

Purpose/Role of the Position(s) within the Department: Office Assistant

Duties and Responsibilities:

- Clerical duties including copying, filing medication and diagnosis sheets and shredding
- Inventory medication weekly
- Restock exam rooms weekly
- Water plants weekly

Qualifications for the Position:

- Confidentiality and discretion are extremely important
- Mature attitude and demeanor