

# STUDENT EMPLOYMENT PROGRAM

**Department:** School of Nursing and Health Sciences

**Job Title:** Clerical Assistant

**Duties:**

- Position requirements include office clerical duties, data entry, filing, copying, scanning documents, sending faxes, and assisting faculty and staff as needed with miscellaneous duties
- Prepare correspondence, documents, reports, and presentations
- Provide a high standard of customer service including receiving prospective nursing students or visitors, directing them to the appropriate faculty or staff
- Maintain a welcoming, professional environment in the office area
- Handle requests for information and data, conduct general research, and compile references
- Provide support for special events or projects
- Front desk coverage as needed. Clerical will sit in for full-time Administrative Assistant during lunch and/or breaks. Answer and direct calls, greet visitors.
- Other duties as required

**Qualifications:**

- Proficiency with Microsoft Office/Adobe required
- Punctuality
- Good oral and written communication and interpersonal skills
- Organizational
- Knowledge of operation of standard office equipment
- Some physical work may be involved when assisting with special events or projects

**Supervisor:** Sharon Brown  
Executive Assistant  
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