**NURSING DEPARTMENT**

**WORK STUDY JOB DESCRIPTION**

**Title: Work Study Clerk**

**Summer: Yes** **Fall:** Yes **Winter:** Yes **Spring:** Yes

**Job Description:**  Assist with projects and routine duties in the Nursing and Health Occupations office and simulation labs, such as laundry, restocking supplies, archiving files, organizing storage spaces/equipment, scanning documents.

**Skills Required:** Dependability, attention to detail, strong organizational skills, ability to use general office equipment (computer, photocopier, scanner), understanding of general filing principles, ability to lift up to 20 lbs (paper, laundry, etc.).

**Days/Hours:** Flex/Flex **Location:**

**Spvr:** Angela Jones

**Spvr:** Doris Jepson **Ph:** 541-506-6141

**Dept:** Nursing **Campus:** TD