

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

Spvr: Angela Jones

Spvr: Doris Jepson

Dept: Nursing

Location:

Ph: 541-506-6141

Campus: TD