

FEDERAL WORK STUDY PROGRAM

College Allied Health Clerical Worker

Location: Henry 7:30 a.m. – 6:00 p.m. Hourly Rate: $10.00

Supervisor: Angie Ballard

Under general supervision, provides administrative support such as data entry, filing, organizing, scheduling/coordinating student schedules under the direction of the Program Coordinator, and performs other duties as necessary.

Accepts direction and feedback from supervisors and follows through appropriately.

Works when scheduled; begins and ends work as expected; calls in according to policy when arriving late for work or when absent; uses work time appropriately.

Demonstrates eagerness to learn and assume responsibility; seeks out and accepts increased responsibility; displays a "can do" approach to work.

Shows persistence and seeks alternatives when obstacles arise; seeks alternative solutions; does things before being asked or forced to by events.

**Minimum Qualifications:**
Self-starter, excellent interpersonal and customer service skills; highly organized, strong verbal communications skills. Knowledge of proper phone etiquette; professional dress; knowledge of phone system operation; and good computer skills.