

FEDERAL WORK STUDY PROGRAM

College Allied Health Clerical Worker

(Cardiovascular)

Location: Griffin/Medical Building 8:00 a.m. – 5:30 p.m. Hourly Rate: $10.00

Supervisor: Janice Bush

Under general supervision, provides assistance to medical program assistant, students, instructors, staff members and the general public while working in an office environment. Receptionist desk; professional dress, greets visitors in a pleasing manner; determines the nature of their business, and direct to appropriate department; answers, screens and routes telephone calls promptly and courteously to appropriate staff; delivers complete, accurate and legible messages in a timely manner. Properly responds to all inquiries and requests for information in a courteous and timely manner.

Provides administrative support such as typing, filing, maintaining an orderly and clean environment in and around the office, lab custodian of Allied Health supplies, data entry, distributing and/or sorting mail, etc., 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.