

FEDERAL WORK STUDY PROGRAM

College Allied Health Clerical Worker- Paramedicine

Location: Fayette 8:00 a.m. – 5:30 p.m. Hourly Rate: $10.00

Supervisor: Stephanie Rogers

Under direct the direct supervision of the course instructor, aids in the capacity of a lab assistant. Must be licensed as a EMT or higher.

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:**
Licensed EMT or higher, 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.