

**William Jewell College
Department of Nursing
Work Study Office Assistant**

NON-NURSING MAJORS ONLY

Job Description

OFFICE OR DEPARTMENT: Department of Nursing

CONTACT PERSON: Kathran Jackson

EMAIL: jacksonka@william.jewell.edu

Job Title: Office Assistant

Qualifications:

Honest, reliable, and flexible team player

Able to adhere to scheduled work hours

Good organization and time management skills

Effective communication skills with students, faculty, staff, and the public

Self-motivation and initiative

Able to accept and follow through with instructions

Able to maintain confidentiality

Computer experience

Description of Duties and Responsibilities:

The Department of Nursing Work Study Office Assistant will be responsible for assisting the Assistant to the Chair and Nursing Student Liaison with daily duties involved in serving the department faculty and students. Responsibilities may include but are not limited to the following:

- Campus errands, including pickup and delivery of mail and packages
- Copy requests
- Filing
- Word processing, document creation
- Assistance with special event projects and preparations
- Assistance with cleaning and maintenance of office, classrooms, and computer lab areas
- Gather data for research
- Various other office projects

Rate of Pay:

\$7.85/hr. (FY or SO rate)

\$8.10/hr. (JR or SR rate)

Number of Hours

8 – 12 hours per week

Work Day Schedule: Days, flexible schedule 9:00 a.m. until 4:30 p.m.