

Nursing Program Assistant

Posting Date: 8/1/2018

Classification: Work-study

Description: Primary responsibilities shall be, but are not limited to the following: Assist Director of Nursing and Administrative Secretary with general office duties such as typing, filing, answering phones, picking up and delivering mail, copying documents, and data entry. Entry level experience with Microsoft Word required and Xcel preferred but not required. Keep labs and supply closets organized.

Qualifications: Student must have a Free Application for Federal Student Aid (FAFSA) completed and must be enrolled as a regular student. Student must meet satisfactory academic progress (SAP) requirements. Candidate should have excellent people skills as the ability to maintain a friendly attitude and work effectively with students, staff, and faculty. Good communication skills (in person and on the phone). Professional demeanor, professional dress, cooperative spirit and friendly. Confidentiality of information required. Strong emphasis on filing.

Pay Rate: \$7.50 per hour and up to 20 hours per week, as is approved through financial aid.

Application Deadline: Open until filled

To Apply: To schedule an interview, please contact Sandra Clark 575-492-2517.

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