

## Department of Health Science

POSITION:	WORK STUDY	FW S SUPERVISOR:	Leigh Wickizer
DIVISION:	Health Science Programs	PHONE NUMBER:	903.463.8782
DEPARTMENT:	Health Science	DIRECTOR:	Michael Cox
BUILDING:	Health Science	VICE PRESIDENT/ DEAN:	Dava Washburn
CAMPUS or	Main Campus	RATE OF PAY:	\$11.00 hr
ADDRESS:		HOURS per WEEK:	(19 hr. Max)

HOURS Flexible until 4:00pm  
PREFERRED:

JOB DUTIES:

- Assist with all aspects of the Front Office
- Alphabetize and file student documents in folders
- Direct customers to the Testing Center and other locations on campus
- Answer the phones and direct incoming calls
- Make copies for Director's and Faculty
- Deliver and pick up mail from the mailroom
- Answer incoming emails for program information
- Add immunization information to worksheet in front of student's Medical Re
- Assist prospective students coming into the office with questions
- Other duties as assigned

SOFTWARE:

SKILLS: Strong customer service skills, dependability is essential, maintain confidentiality, multi-task, proficient computer skills, detail orientated, telephone demeanor, excellent communication skills, professional & friendly attitude

SPECIAL NEEDS:

INFORMATION: To ensure adequate coverage throughout the day, work study hours are assigned by the director/supervisor. The work schedule is constructed in conjunction with the student's schedule and the hours of operation. Students are responsible for notifying their supervisors when they expect to be late or absent.

There is no formal evaluation procedure, however, worker studies are expected to:  
Follow all GC Standards of Conduct as found in the Employee handbook  
Demonstrate the Viking Values - balance, clarity, gratitude, service, teamwork & trust  
Comply with all state and federal laws and regulations related to higher education  
Maintain the confidentiality of student information and other private records  
Maintains a professional appearance and professional demeanor.  
Failure to do so will result in disciplinary action as outlined in the employee handbook

