

## FEDERAL WORK STUDY JOB DESCRIPTION

**DEPARTMENT:** The Gail & Richard Lumpkin School of Nursing  
**POSITION:** Student Employee  
**SUPERVISOR(S):** Brad Green  
**PURPOSE/ ROLE:** Assist the Administrative Aide  
**QUALIFICATIONS:** Preferred: Pre-Nursing or Nursing/Computer Knowledge  
**ACADEMIC YEAR:** 2022/ 2023  
**CONTRACT DATE:** August 22, 2022 through May 05 2023  
**RATE OF PAY:** STATE MINIMUM WAGE  
**SCHEDULE:** VARIES TO ACCOMMODATE STUDENT'S CLASS SCHEDULE

### DUTIES AND RESPONSIBILITIES:

- 1.) Assist the Administrative Aide
- 2.) Answer the Phone
- 3.) Filing
- 4.) Data Entry
- 5.) Assist with the Simulation Lab (Cleanup)
- 6.) Department Projects