

**Work-study Job Description Form
University of the Incarnate Word**

Department: School of Nursing and Health Profession

Location: NB office #119

Supervisor: Dr. Lopez-Rodriguez

Supervisor Phone: 6474

Supervisor E-mail: elopezro@uiwtx.edu

Job Title: work-study (Fall 2018 and Spring 2019)

Hourly Pay Rate (cannot be updated mid-year): \$ 8.25

How is the pay rate determined? (check all that apply)

Experience Grade Level Other:

Purpose/Role of the position:

support faculty of the health profession within the school of nursing

General Length of FWS Agreement: Annual basis Semester basis

Job Description and General Duties:

Answers telephone, transfers calls or takes messages in an appropriate manner insuring correct information is obtained.
Typing, proof reading, simple research, copying and filing for faculty and staff
Picks up and distributes mail to faculty and staff
Assists students when necessary
Performs other duties as assigned
Knowledge of Microsoft office. Excel, creating Power Points, creating graphs and using Outlook

Special Skills:

Working knowledge of basic office and/or customer service procedures.
Working basic knowledge of Microsoft office, Excel, creating Power Points, creating graphs and using Outlook
Ability to exercise the confidentiality required when working with student records
Dependable
Can be relied upon to work independently and complete projects as instructed

Community Service- Does this position perform any job duties that support the creation or execution of community service opportunities and/or events? – YES NO

Supervisors: Please indicate if employee will be required to lift, stand for extended periods of time, wear closed shoes, uniforms, protective eyewear, etc.