2009 - 2010
FEDERAL WORK-STUDY
JOB DESCRIPTION

Department: Nurse Aide

Campus: Leestown

Supervisor: Rena Robinson

Contact Information:
Name: Rena Robinson
Building: A218
Room: 218
Phone: X56638

Brief Job Description: Clerical duties such as answering telephones, making copies, helping schedule students for state nurse aide exam, typing and mailing of letters, etc.

Preferred qualifications: GED or HS diploma with good personal relations skills. Able to communicate well with others. Friendly and dependable.

Number of positions: 1