2009 - 2010
FEDERAL WORK-STUDY
JOB DESCRIPTION

Department: Nursing
Campus: Cooper
Supervisor: Karen Mayo

Contact Information:
Name: Raylene Langhorst
Building: Oswald
Room: 303
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Brief Job Description: Clerical duties such as filing, copying, picking up and sorting mail, answering telephone, taking messages and general receptionist duties.

Preferred qualifications: Basic computer skills, proficient communication skills, dependable, responsible. Able to maintain confidentiality, follow instructions and work independently.

Number of positions: 2