Department: Practical Nursing

Campus: Leestown Campus

Supervisor: Brenda Willoughby

Contact Information:
Name: Brenda Willoughby
Building: A
Room: 220
Phone: 246-6731

Brief Job Description: Variety of Duties
- Clerical duties such as filing, copying, taking practical nursing mail to and from the main mailroom on Leestown campus, answering telephone, taking messages, etc.
- Assisting instructors in a lab setting by maintaining a current inventory of supplies. Preparing a safe, clean lab environment. Setting up lab equipment for students to use.
- Registering students for classes per PeopleSoft under the direction of the supervisor.

Preferred qualifications:
- Knowledgeable of Blackboard and PeopleSoft computer applications
- Basic computer skills
- Proficient communication skills—asks questions for clarity
- Able to maintain confidentially
- Able to follow instructions and work independently
- Dependable
- Responsible

Number of positions: 2