



Federal Work Study Program Position Description

NAME OF THE POSITION: Radiologic Technology Assistant
CLASSIFICATION: Federal Work Study
EMPLOYER: Charles R. Drew University
DEPARTMENT: Radiologic Technology Program
LOCATION: Keck Bldg., 2nd Floor, Room 207
WORK HOURS: 20 HOURS A WEEK/Flexible
RATE OF PAY: \$15.00
SUPERVISOR: Risha Griffin, Supervisor / Eugene Hasson, Director
CONTACT INFO: 323.563.5835 / rishagriffin@cdrewu.edu

PURPOSE/ROLE:

TO ASSIST FACULTY, STAFF MEMBER, AND OTHER PERSONEL IN THE COSH BLDG.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

DUTIES INCLUDE: LIGHT TYPING, MAKING COPIES, FILING, FAXING, KEEP WORKING AREA CLEAN, INPUT DATA, DELIVERING AND PICKING UP CORRESPONDENCE, ORGANIZING STORAGES AND CLASSROOM AND OTHER DUTIES AS ASSIGNED.

EDUCATION: ANY

Must be currently student of Charles R. Drew University of Medicine and Science, attending the COM, COSH, or SON.

MINIMUM EXPERIENCE/QUALIFICATIONS: ANY

Good interpersonal skills to work diplomatically and effectively with a diverse student clientele and university administration, staff and faculty.

Ability to perform duties independently and with a great deal of accuracy, meeting established deadlines and working effectively under continued, frequent interruptions.

Ability to maintain a professional customer service presence at all times.

COMPUTER SKILLS: SOME

Familiarity with Microsoft Office

WORK ENVIRONMENT: BUSY

The work environment can be busy at times. However, the individual will be working with people who are committed to getting things done and who are passionate about their work. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS: ABILITY TO LIFT 20 POUNDS

The physical demands described here are representative of those that must be met to successfully perform the essential functions of this job.

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MENTAL DEMANDS: ATTENTION TO DETAIL

- The ability to perform highly detailed work with sustained attention and care while providing/obtaining information on numerous tasks
- Ability to multi-task and prioritize work for best outcomes.
- Possess exceptional decision-making skills based on reasoning, judgment and integrity.

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel. I understand that CDU may change this description or any of its components at any time.

Supervisor: _____ **Date:** _____

Employee: _____ **Date:** _____