



## Federal Work Study Program Position Description

**NAME OF THE POSITION:** SON Student Worker

**CLASSIFICATION:** Federal Work Study

**EMPLOYER:** MMDSON

**DEPARTMENT:** MMDSON

**LOCATION:** LRSNE Building, SON Dean Suite

**WORK HOURS:** 20 hours per week

**RATE OF PAY:** \$15 per Hour

**SUPERVISOR:** Dr. Ebere Ume

**CONTACT INFO:** 323-568-3329/3312

**PURPOSE/ROLE: THE ROLE OF THE STUDENT WORKER IS TO ASSIST THE DEANS, DIRECTORS OF PROGRAMS AND THE SON SUPPORT STAFF TO ASSIST, MAINTAIN AND COORDINATE SON ACADEMIC AND RESEARCH/GRANT ADMINISTRATIVE NEEDS.**

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Perform literature reviews as directed, create and maintain Table of Evidence, update and maintain Endnote holdings of relevant articles. (Training will be provided)
- Assist in research process as directed (Training will be provided)
- Assist with filing, copying, typing, and data entry as needed
- Answer and redirect incoming calls, greet walk-ins and direct them to appropriate department/staff as needed.
- Receive incoming mail and support departments' outgoing mail needs. ☑ Send and maintain emails as directed
- Maintain and coordinate office supply needs.
- Maintain a working knowledge of campus policies and procedures.
- Provide support as needed for scheduling appointments, meetings, and making travel arrangements for department personnel and process related paperwork, event planning.
- Perform other duties as assigned

### **EDUCATION:**

Must be a current Charles R. Drew University student from SON, COSH or COM

**MINIMUM EXPERIENCE/QUALIFICATIONS:**

- Experience working in an office environment using MS Office software packages (Word, Excel, Outlook, etc.).
- Demonstrated ability to work effectively both independently and as part of a team.
- Ability to communicate effectively in English, both in writing and orally
- Ability to maintain a high degree of accuracy in data entry
- Ability to manage multiple projects, work efficiently under pressure, and meet deadlines
- Ability to maintain confidentiality
- Ability to maintain working relationships with a diverse population of students, faculty, staff, and others.
- Ability to maintain excellent customer service

**COMPUTER SKILLS:**

- Must possess strong computer skills and be proficient in MS Windows, Word, Excel, etc.
- Some experience with database software tools.

**WORK ENVIRONMENT:**

- Variable work environments including non-traditional service areas
- May work in cramped, crowded quarters

**PHYSICAL DEMANDS:**

- Some evening and weekend hours may be required, especially during high processing seasons.
- Sitting and standing for extensive periods of time
- Walking, stooping, reaching, climbing high and low levels
- Lifting up to 25 pounds; carrying materials to various locations
- Finger and hand movement and feeling sufficient for computer and equipment operations
- Clear speaking, hearing conversationally, and seeing near and far

**MENTAL DEMANDS:**

- The ability to perform highly detailed work with sustained attention and care while providing/obtaining information on numerous tasks is paramount to success in this position.
- Able to work effectively and concurrently on unrelated tasks; use of sustained concentration and decision-making processes. Constant calculating, reasoning, judgment, resourcefulness, analytical ability, and ingenuity. Able to prioritize work for best outcomes.

*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 so classified. I understand that CDU at its sole discretion may change this description or any of its components at any time.*

**Supervisor:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Employee:** \_\_\_\_\_ **Date:** \_\_\_\_\_