



Federal Work Position

Study Program Description

NAME OF THE POSITION:	Federal Work Study Student
CLASSIFICATION:	
EMPLOYER:	Charles R. Drew University of Science and Health
DEPARTMENT:	College of Science and Health
LOCATION:	COSH Dean's Office, Keck Building
WORK HOURS:	Approx 10 to 20 hours/week within 8AM – 5:00PM
RATE OF PAY:	\$15.00
SUPERVISOR:	Barbara Cross
CONTACT INFO:	Barbara Cross – barbaracross@cdrewu.edu ; 323- 563-5976

PURPOSE/ROLE: OFFICE ASSISTANT/CLERICAL ASSISTANT

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Answer and redirect incoming calls, greet walk-ins and direct them to appropriate department/staff.
- Receive incoming mail and support departments' outgoing mail needs.
- Assist with filing and data entry as needed.
- 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.
- Assist with extra- and intra-college communication.
- Perform other duties as assigned.

EDUCATION:

- A high school diploma or general education degree (GED) is required; Associate or Bachelor degree desired.

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, 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 be able to navigate MS software packages (Word, Excel, PowerPoint, etc.)

WORK ENVIRONMENT:

- General office

PHYSICAL DEMANDS:

- 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
- Appearance: Business casual

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 anytime.

Supervisor:  Date: 8-15-2017

Employee: _____ Date: _____