



## Federal Work Study Program Position Description

**NAME OF THE POSITION:** PA Program Work Study Position

**CLASSIFICATION:** Federal Work Study

**EMPLOYER:** Charles R. Drew University

**DEPARTMENT:** PA Program/COSH

**LOCATION:** KECK 2<sup>nd</sup> Floor

**WORK HOURS:** 10 am – 3 pm M-F and/or as needed

**RATE OF PAY:** \$15

**SUPERVISOR:** Katayoun Moini

**CONTACT INFO:** Katayounmoini@cdrewu.edu

### PURPOSE/ROLE:

Perform varied administrative duties providing assistance in the day-to-day administration of the PA Program and provide specialized administrative support to assist the Program Director and Administrative Assistant with complex details and advanced administrative assignments.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provide confidential, administrative support.
- Coordinate the preparation, development and production of documents
- Collect and organize data and determine appropriate formats for displaying results.
- Execute special projects
- Respond to inquiries and requests for information requiring knowledge of departmental and University policies and procedures.
- Maintain office supplies.
- Represents the office as appropriate in its relationships with the University, community, government agencies, professional societies and similar groups ☐ Establishes and maintains rapport with faculty, staff and prospective students.
- Provide administrative support for PA student interview and orientation activities.

### EDUCATION:

- Regionally accredited Bachelor's degree or progress towards is preferred.

**MINIMUM EXPERIENCE/QUALIFICATIONS:**

- Experience with software technology and social media ☑ Strong technical aptitude.
- Ability to analyze and solve problems.
- Ability to communicate effectively, both verbally and in writing.
- Ability to create, compose and edit written materials.
- Detail oriented.
- Skills in organizing resources and establishing priorities

**COMPUTER SKILLS:**

- PC & Mac proficient with working knowledge of Microsoft office.
- Database management skills.

**WORK ENVIRONMENT:**

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Occasionally required to work in confined space.

**PHYSICAL DEMANDS:**

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Occasional stooping. Frequent standing. Constant walking, sitting, climbing, reaching high/low levels, finger movement, feeling, speaking clearly, hearing conversationally, and seeing far and near.

**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:** \_\_\_\_\_