

## OFFICE FOR CONTINUING MEDICAL EDUCATION

### STUDENT WORKER POSITION DESCRIPTION

Effective: 7-19-06

Under immediate supervision, while attending a high school or college, performs support work in the office and off site.

#### DUTIES TO BE PERFORMED:

1. Performs basic clerical functions, including limited typing, filing, data entry, bulk mailing, campus errands, copying, faxing, document processing and other clerical support tasks.
2. Must be able to handle confidential materials in a professional, discrete manner.
3. Ability to provide good customer service in person, via phone and email to a diverse population of staff and faculty and to support staff initiatives.
4. Assists with maintenance/reorganization of administrative files and other related tasks.
5. Assists professional staff with preparation of materials for activities and conferences.
6. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

#### DESIRABLE REQUIREMENTS:

##### Education and Experience

- Requires knowledge, skill and mental development equivalent to enrollment in high school, or college.
- Previous experience in office work preferred
- Proficient in alphabetizing and organization skills.
- Experience with Microsoft Office and the Internet.

##### Knowledge, Skills and Abilities

- Requires ability to follow instructions and to carry out routine operations.
- Good filing and organization skills.
- Working knowledge of Microsoft Office, Excel, Access, and PowerPoint is preferred.
- Must be able to work up to 20 hours per week.

Please forward Résumé to Gail Harris: [GSamue@lsuhsc.edu](mailto:GSamue@lsuhsc.edu)