



## Federal Work Study Program Position Description

**NAME OF THE POSITION:** Student Office Assistant  
**CLASSIFICATION:** Federal Work Study  
**EMPLOYER:** Charles R. Drew University of Medicine and Science  
**DEPARTMENT:** Physician's Assistant Program/College of Science and Health  
**LOCATION:** KECK 2<sup>nd</sup> Floor  
**WORK HOURS:** 20 hour/week Maximum  
**RATE OF PAY:** \$20/hour  
**SUPERVISOR:** Holly Johnson, Program Manager  
**CONTACT INFO:** (323) 357-3616 or hollyjohnson@cdrewu.edu

### **PURPOSE/ROLE:**

The PA- Student Office Assistant will provide assistance in the day-to-day administration of the PA Program and 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
- Respond to inquiries and requests for information requiring knowledge of departmental and University policies and procedures
- Represents the office as appropriate in its relationships with the University, community, government agencies, professional societies and similar
- Establishes and maintains rapport with faculty, staff and prospective students
- Provide administrative support for PA student interviews and orientation activities
- Assist with the maintenance office supplies
- Execute special projects
- Perform other duties as assigned

### **EDUCATION:**

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

### **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 navigate library resources (journals, periodicals, online databases, personnel, etc.)
- 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:** \_\_\_\_\_

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

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