



# Federal Work Study Program Position Description

**NAME OF POSITION:** Program Assistant–Pipeline Programs Work Study Student  
**CLASSIFICATION:** Federal Work Study Program-Pipeline and School Partnership Programs  
**EMPLOYER:** Charles R. Drew University  
**DEPARTMENT:** Pipeline Programs  
**LOCATION:** Student Center  
**WORK HOURS:** TBD  
**RATE OF PAY:** \$20 PER HOUR  
**SUPERVISOR:** Dr. Dulcie Kermah  
**CONTACT INFO:** 323-563-5710 [dulciekermah@cdrewu.edu](mailto:dulciekermah@cdrewu.edu)

## **Purpose/Role:**

CDU's pipeline programs provide educational experiences and mentorship to Pre-K to 12<sup>th</sup> grade students from under represented minority communities to strengthen their academic skills in pursuing careers in Science Technology Engineering Mathematics and Medicine (STEMM). The Student Worker will support Pipeline Programs by providing administrative and/or instructional support to Pipeline Staff or Programs. The goal of Pipeline Programs is to increase diversity in the STEMM workforce.

## **Essential Duties and Responsibilities:**

- Provide assistance to Pipeline Staff in ensuring Pipeline Programs run successfully
- Ensure students are completing pre and post assessments, track student internship hours, mentors, mentees and others
- Support Pipeline Team during department events
- Create program materials to enhance program goals.
- Assist with tracking Pipeline program participants
- Make photocopies, collate, and distribute, open and distribute mail, send and distribute faxes.
- Package and label supplies
- Maintain confidential files and records, check data, and prepare standard reports.
- Provide excellent customer service both in person and by telephone. Ascertain nature of the call or visit and notify appropriate staff member. Take messages as appropriate.
- Assist Pipeline Program with setting up and maintaining student files for STEMM

## **OTHER DUTIES AND RESPONSIBILITIES:**

- Perform other related duties as assigned i.e. instruction, mentorship, tutoring, field trip advisor, class room setup/clean up

## **Qualifications/Requirements:**

### **EDUCATION:**

- High School Diploma or equivalency, along with enrollment in Charles R. Drew University

**EXPERIENCE:**

- 0-3 years experience.
- Experience in an office or clinic, preferred.

**KNOWLEDGE/ABILITY/SKILLS:**

- Knowledge of Microsoft Office and data collection software.
- Knowledge of general office procedures.
- Ability to learn new software quickly.
- Ability to coordinate multiple tasks.
- Ability to work with the team.
- Excellent interpersonal skills and telephone manner. Cooperative and courteous.
- Strong organizational skills with attention to detail
- Must be able to handle confidential and sensitive materials in a professional manner.
- Strong personal initiative to identify problems and follow through (especially student related issue)

**COMPLEXITY:**

- The ability to provide/obtain information on numerous inquiries while performing other duties is paramount to success in this position.

**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.
- Frequent sitting. Constant standing, walking, stooping, sitting, climbing, reaching high/low levels, finger movement, feeling, speaking clearly, hearing conversationally, and seeing far and near.
- Ability to lift up to 25 lbs

**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.
- No unusual working conditions

**MENTAL DEMANDS:**

- The mental 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.
- Frequent work on a variety of unrelated tasks. Constant calculating interrupted work, work on a variety of interrelated tasks, and use of sustained concentration, reasoning, judgment, resourcefulness, analytical ability, and ingenuity.

**SPECIAL REQUIREMENTS:**

- Ability to work effectively with a diverse community.

*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.*

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

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