



Federal Work Study Program Position Description

NAME OF THE POSITION: Federal Work Study – Student Assistant

CLASSIFICATION: Federal Work Study Program

EMPLOYER: Charles R. Drew University-

DEPARTMENT: Urban Health Institute

LOCATION: LSRNE

WORK HOURS: 20 HOURS A WEEK/Flexible

RATE OF PAY: \$20.00

SUPERVISOR: Caroline Farodolu, Interim-Director

CONTACT INFO: 323.563.5709 **Email:** carolinefarodolu@cdrewu.edu[@cdrewu.edu](mailto:carolinefarodolu@cdrewu.edu)

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assist in the coordination and implementation of special projects, including Develop@CDU, the Dr. M. Alfred Haynes Series, and faculty development workshops
- Compose and produce business correspondence, reports and related materials.
- Support the preparation and updating of policies and procedures, budgets, and other documents related to program operations.
- Prepare agendas and takes minutes for meetings.
- Perform other related duties as assigned.

EDUCATION:

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

MINIMUM EXPERIENCE/QUALIFICATIONS:

- Minimum of two years' 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 possess strong computer skills and be proficient in MS Windows, Word, Excel, etc.
- Some experience with database software tools.

WORK ENVIRONMENT:

- Variable work environments including non-traditional service areas
- May work in cramped, crowded quarters
- **PHYSICAL DEMANDS:**
- Some evening and weekend hours may be required, especially during high processing seasons.
- 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

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: _____

Contact: _____

Employee: _____ Date: _____