

A Campus of the California State University

Student Assistant Job Description

Department:	Student Health Center	Supervisor:	Suzanne Dolan
Job Title:	Student Assistant I	Working Hours:	4-20 hours/week
Pay Level:	1	Hourly Pay Rate:	\$8.00/hour
Job Summary (purpose or nature of work):			
The SHC Student Assistant provides a variety of support to staff during clinic hours. The daily demands of the clinic will determine the specific job assignment/project for the day (clerical assistance, inventory control, development of flyers, keyboarding, on-line searches, etc. Student Assistants must understand the importance of confidentiality within a health setting and sign a statement of confidentiality documenting their knowledge.			
Job Duties: 1. Inventory organization and control including stock transfer 2. Assist with clinic clerical duties, answer phones, pick up and deliver mail, post flyers, etc 3. Participate in SHAC 4. Assist with all preparations for cruise 5. Assist with health promotion events and blood drives 6. Assist with maintaining a clean clinic environment			
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 Required (or Preferred) Skills, Knowledge, and Abilities: Strong Keyboarding skills, working knowledge of MicroSoft Office (Word, Excel, and PowerPoint) Able to lift 50 pounds, work in cramped spaces, climb stairs and steep ladders, and walk across campus and onboard the TSGB Working knowledge of basic office equipment and machines Strong organizational and math skills, ability to meet deadlines Must be willing to sign a statement of confidentiality Ability to communicate and work well with a diverse staff 			
Type of Supervision Required: Direct Supervision - Student receives immediate, close and regular supervision General Supervision Student receives some delegation of responsibility and independence			
Signatories below denote that this position description is an accurate statement of the duties and responsibilities assigned to this position.			
Student's Signatu	ıre:	Date	

_Date:____

Supervisor's Signature: