

NORTHWESTERN CONNECTICUT COMMUNITY COLLEGE
Student Worker Job Description Form

Department: Allied Health

Job Title: Allied Health Skills Lab Assistant and Administrative Assistant

Supervisor: Jane O'Grady, Allied Health Programs Coordinator

General Purpose and Description: Assist in putting lab skills supplies away, setting up for next skills lab, cleaning lab, typing, copying, filing. Helping to organize and pack old Joyner for move to new building

Skills Required: Typing, willingness to work and be creative

Weekly hours needed: _____ Summer _____ Fall ___10___ Spring

Supervisor's Certification: I certify that the job description above is a true indication of the actual tasks associated with this job. I certify that this job does not displace regular workers of the College. I agree to interview, hire, orient, train, and evaluate any acceptable candidates referred to me. I will monitor the earnings of any students holding this job to ensure effective use of funds and prevent over expenditures of funds allotted to individual students. I agree to notify the Financial Aid Office immediately if students hired for this position stop working or reduce their work schedule. I will maintain adequate records that are subject to audit by representatives of Federal or State agencies.

Job Description Submitted by: Jane O'Grady _____ Date: Jan. 23, 2017 _____