



Work Study Job Description Criminal Justice/Peace Officer and Nursing

Location: Criminal Justice/Peace Officer and Nursing

Name and Classification of Position: Criminal Justice/Peace Officer and Nursing Assistant Clerk

Supervisor: Cassie Nicholson

Rate of Pay and Expected Hours of Work: See website for current wage, 10-29 hours per week*

Employment Dates: July 1 through June 30 of each school year

Eligibility: Must be Federal or State Work Study Eligible. Must be enrolled in 6 credits or more. Federal and State Work Study positions run from the first day of school to the last day of the semester of which you are attending. You may also work during the summer if you take 6 credits during the summer and/or sign an agreement that you plan to attend the next fall.

Purpose and Role of Job within the College: Assistant to Criminal Justice/Peace Officer and Nursing Office Clerk

Duties and Responsibilities: Scanning of student documents into Image Now/ISRS system.

Qualifications and Required Skills: ISRS Security Access, prior experience with Image Now

Learning Objectives:

- Responsibility and reliability
- Job ethics
- Office, computer, data entry skills
- Attention to detail

After checking with the financial aid office for eligibility, interested students should email Cassie Nicholson at cnicholson@fdltcc.edu with:

- Availability
- Your contact information
- Previous work experience

* Schedules and evaluations will be discussed with your supervisor. See the financial aid office and [Work Study Handbook](#) (<https://fdltcc.edu/PDF/WorkStudyHandbook.pdf>) for more information.

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(July 30, 2019)