



# Work Study Job Description Nursing

**Location:** Nursing Department

**Name and Classification of Position:** Nursing Administration Assistant Support

**Supervisor:** Cassandra 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 enrolled in 6 credits or more. 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.

**Priority Consideration:** Priority for this position will be given to students who demonstrate financial need.

**Purpose and Role of Job within the College:** Assistant to the Nursing Administrative Assistant

## **Duties and Responsibilities:**

The Work Study position provides an opportunity for students to gain hands-on experience while contributing to the operations and success of the Nursing Program. Responsibilities may include:

- Assisting with lab setup and maintaining equipment
- Organizing resources and supporting faculty during simulation activities
- Scanning documents and providing administrative assistance
- Other program-related tasks as needed to support the goals of the Nursing Program

## **Qualifications and Required Skills:**

- Responsible and reliable
- Job ethics
- Office, computer, and data entry skills
- Attention to detail

## **Learning Objectives:**

- Build professional communication skills through interactions with faculty, staff, and students
- Strengthen organizational and time management abilities by balancing multiple tasks and deadlines
- Gain hands-on experience in to support career growth

**If interested in this position:** Please contact Cassandra Nicholson at [cnicholson@fdltcc.edu](mailto:cnicholson@fdltcc.edu) with:

- Availability
- Areas of interest (Lab/Simulation or Administrative Assistance)
- Your contact information
- Previous work experience

\* Schedules and evaluations will be discussed with your supervisor. See the financial aid office and [Work Study Handbook](#) for more information.

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(July 30, 2019)