Job Description: Student Work Study Position

Title: Department Office Worker
Department: Applied Health Sciences
Reports to: AHS Department Administrative Assistant (Other supervisor may be assigned at time of hire.)

Job summary
Students employed in the Department of Applied Health Sciences will be responsible for assisting in the everyday operation of the department. Primary responsibilities include answering phone calls, taking messages, filing, providing information to office and building visitors, delivering mail and items to other on campus offices, assisting with departmental activities and functions, and other duties as assigned. Some lifting and moving may be required in this position. Students may be employed as office workers under the University Student Employment Program (USEP) or Federal Work Study Program (FWSP) program. Summer employment is not available for FWSP.

Qualifications/Skills
Office Workers must:
- possess memory for verbal and written directions,
- display excellent communication and interpersonal skills,
- have experience typing and using computers in an office environment,
- have knowledge of word processing and spreadsheets,
- be able to work with a variety of people,
- be able to multi-task and quickly adjust to changing environments,
- exhibit excellent customer service skills in person and during phone communication

Students must be enrolled at Murray State University during the semester of employment. Newly enrolled or freshman students must be accepted for admission prior to being hired for employment. Students may be permitted to work during the summer months if they either:

a) have been previously employed in the department, or
b) will be admitted as a new student to the University the following semester

Abilities required
Normal for office environment
Lifting or moving items may be occasionally required

Disclaimer
The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.