

1. Hiring department: Health Services

2. Student job title: Student Health Assistant

3. Number of openings: 2

4. Explain in one or two sentences the general duties and responsibilities of the position:

Under the direction of the Director of Health Services or substitute nurses, the successful candidate will assist students who become injured or ill. Works in cooperation with the Director of Health Services, students' physicians and other medical professionals to expand and enhance the University commitment in areas of self-care and health education.

5. List specific information regarding minimum requirements for knowledge, skills and abilities:

- Minimum GPA of 2.50
- Good conduct standing (no current conduct record)
- Self-directed, responsible, with good communication and writing skills
- Level headed in stressful situations

6. Work Schedule: Specific work hours including: 4 office hours and occasional evening and weekends for programming. The SHA may be required for additional hours as needed

7. Approximate hours per week: 4-6

8. Employment start date: August 2019

9. Job posting expiration date: February 16, 2019

Requested by: Anna Richison RN, Director of Health Services Date: 02-01-2019

PLEASE NOTE:

- All students must apply online via Spartan Jobs. Supervisors should encourage students to apply for consideration, not as a guarantee of employment.
- Postings remain on the website for a minimum of one week.
- Interview at least three students for each job, even if you are certain you have found the person you want to hire. This provides valuable experience to our students and you may find a more qualified candidate in the process.
- Please contact Human Resources when you have filled your position(s) so the posting can be removed.
- Ensure the student you hire has authorization from the Human Resources department **BEFORE** they begin employment.