

## **Job Descriptions**

**Department:** Library

**Position:** Library Attendant

**Location:** Library

**Supervisor:** Mr. Singh, Director of the Library

### **Job Functions:**

1. Assist in front desk coverage
2. Performs circulation duties, including reserves for instructors.
3. Provide computer lab assistance to students and faculty.
4. Creates student ID cards.
5. Maintains/replenishes office supplies, inventory, and other related duties.
6. Assists college students and staff
7. Responsible for other reasonable, related duties as assigned.

**Requirements:** The student worker must successfully complete Helene Fuld College of Nursing FERPA (Family Educational Rights & Privacy Act) training. Student must obey FERPA rules and regulations at all times.

**Availability:** Immediately.

### **Hours:**

8:00 am – 11:00 am (M - F)

6:00 pm – 8:00 pm (M – Thursdays)

**Department:** Information Technology

**Position:** Student Information System Assistant

**Location:** Library

**Supervisor:** Dr. Matthew Schoene, Data Analyst

**Job Description:** The IT department seeks a student worker who will assist with the formatting and archiving of graduated and withdrawn student transcripts. Duties include working through a large PDF document containing a large number of transcripts, isolating individual students, saving individual student transcripts as single document, labeling the document with the student's name and program attended, and turning the documents over the Data Analyst. The student worker should possess a strong attention to detail, patience and a high level of accuracy.

**Requirements:** The student worker must successfully complete Helene Fuld College of Nursing FERPA (Family Educational Rights & Privacy Act) training. Student must obey FERPA rules and regulations at all times.

**Availability:** Immediately.

**Hours:** Flexible

**Department:** Business Services

**Position:** Office Assistant

**Location:** Student Services

**Supervisor:** Sandra Howard

**Job Description:** This position will provide administrative support assistance for the Enrollment and Student Services office. Clerical tasks to include but not limited to: Assisting the Enrollment and Student Services team, and Office Staff in filing and alphabetizing, photo copying, typing projects in Microsoft Word, Excel and PowerPoint, answering phones and taking messages, responding to inquiries, new student folder preparations, and other duties assigned.

**Requirements:** The student worker must successfully complete Helene Fuld College of Nursing FERPA (Family Educational Rights & Privacy Act) training. Student must obey FERPA rules and regulations at all times.

**Primary Skills Required:** Must have a pleasant attitude, good customer service skills, computer skills that include Microsoft Word and Excel, eager to work, punctual and able to handle confidential information without incident.

**Hours:** Flexible

**Department:** Business Services

**Position:** Office Assistant

**Location:** Executive Office

**Supervisor:** Althea Brown

**Job Description:** Clerical duties and familiarity with office equipment, mailroom duties, assist with restocking and distributing office supplies and other duties assigned.

**Requirements:** The student worker must successfully complete Helene Fuld College of Nursing FERPA (Family Educational Rights & Privacy Act) training. Student must obey FERPA rules and regulations at all times.

**Primary Skills Required:** Must have a pleasant attitude, good customer service skills, good computer skills, eager to work, punctual, be able to hand confidential student information without incident. Knowledgeable in Microsoft Word and Excel software.

**Hours:** Flexible

**Department:** Student Services

**Position:** Tutor

**Location:** Student Services

**Supervisor:** VP Ojada

**Job Description:** Providing peer tutoring and assesses the academic needs of the students as assigned.

- Tutors Neumann students in assigned courses, helping with course content, and suggesting appropriate approaches of study
- Follows up with students who request tutoring and students who miss appointments
- Maintains a tracking system of student appointments and follows up with VP of Student Services

**Requirements:** The student worker must successfully complete Helene Fuld College of Nursing FERPA (Family Educational Rights & Privacy Act) training. Student must obey FERPA rules and regulations at all times.

**Primary Skills Required:** Understands and adheres to all applicable safety policies and procedures including safety education, accident preventions and safe work environment.

**Hours:** Flexible

**Department:** Financial Aid

**Position:** Office Assistant

**Location:** Student Services

**Supervisor:** Sandra Howard

**Job Description:** Clerical tasks to include but not limited to filing and alphabetizing, pulling student records, scanning student documentation and other duties assigned.

**Requirements:** The student worker must successfully complete Helene Fuld College of Nursing FERPA (Family Educational Rights & Privacy Act) training. Student must obey FERPA rules and regulations at all times.

**Primary Skills Required:** Must have a pleasant attitude, good customer service skills, computer skills that include Microsoft Word and Excel, eager to work, punctual and able to handle confidential information without incident.

**Hours:** Flexible

**Department:** Simulation

**Position:** Simulation Lab Technician

**Location:** Simulation Skills Lab

**Supervisor:** Professor Lysius

**Job Description:** Duties may include:

- Replenishing supplies for the current lab when needed
- Organizing & labeling supplies in supply closets and storage areas
- Restocking supply closets and storage areas as needed
- Gathering supplies for the next simulation & skills experiences
- Sanitizing supplies & equipment as needed and after skills experiences according to supervisor's instruction
- Making copies of skills checklists and any handouts used during labs and/or simulations
- Assisting with supply and equipment inventory
- Receiving simulation delivery packages and storing them as instructed
- Any additional tasks needed by the simulation lab director & coordinator

**Requirements:** The student worker must successfully complete Helene Fuld College of Nursing FERPA (Family Educational Rights & Privacy Act) training. Student must obey FERPA rules and regulations at all times.

**Primary Skills Required:** Must be dependable, able to follow instructions and have an interest in working in the Simulation Lab.

**Hours:** Flexible

**Department:** Human Resources

**Position:** Office Assistant

**Location:** Human Resources

**Supervisor:** Alex Gutierrez

**Job Description:** Ability to work clerical and office duties that include, but not limited to: organizing, copying, typing, tracking information and other assigned duties. Comfortable assisting instructor in the classroom as needed.

**Requirements:** The student worker must successfully complete Helene Fuld College of Nursing FERPA (Family Educational Rights & Privacy Act) training. Student must obey FERPA rules and regulations at all times.

**Primary Skills Required:** Punctual, positive attitude and eager to work. Dependable and responsible to be able to handle confidential student/teacher information without incident. A pleasant attitude, good customer service skills, good computer skills, and self-motivated. Must be able to work independently in office.

\*Knowledgeable in Microsoft Word and EXCEL software

\*Good organizational and file management skills

**Hours:** Flexible



**Department:** Academics

**Position:** Teacher Assistant

**Location:** HFCN Campus

**Supervisor:** Alex Gutierrez

**Job Description:** The Helene Fuld College of Nursing Teaching Assistant Program is designed to provide students with opportunities to establish their pedagogy and enrich their resumes with managerial skills. Students will actively work with classes and benefit from faculty mentorship. Teaching Assistants will work directly with a professor to aid in the preparation and operation of their courses. TAs will perform leadership, organizational, and classroom management tasks to support both professors and students, including:

- Helping professors with lesson preparation, including collecting materials and setting up equipment;
- meeting with professors to learn effective teaching methods;
- reviewing course material and lectures with students in one-on-one settings or in small groups;
- providing support to students who need special accommodations or who are struggling with course material; and
- providing logistical support to students.

**Requirements:** The student worker must successfully complete Helene Fuld College of Nursing FERPA (Family Educational Rights & Privacy Act) training. Student must obey FERPA rules and regulations at all times.

**Primary Skills Required:** Ideal candidates will:

- Be punctual, possess a positive attitude, and be eager to work;
- demonstrate the requisite dependability and responsibility to handle confidential student/teacher information without incident;
- possess excellent communication skills to be demonstrated in writing, public speaking, and in interpersonal exchanges;
- have acquired in-depth knowledge of the subjects or disciplines with which they will assist; and
- thrive when working in a team.

**Hours:** Flexible