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| Department: | Occupational Therapy |
| Position Title: | Student Worker |
| Reports to: | Andi Savage |

Minimum Qualifications:

- Proficiency in MS Office to assist with MS Word tables, labels and Excel spreadsheets.
- Employee needs to pay attention to detail, be organized and able to keep time commitments.

Duties and Responsibilities:

- General office work such as copying, filing, and supply maintenance.
- Employee will also be asked to help with keeping OT labs, kitchens and laundry clean.
- Review task requests in basket with OM.
- Ask Office Manager and OM for assignments
- The copier room is your office. Keep it clean and well stocked.
- Sign in on computer in your office (copy room) to review email requests from OT Faculty and Staff.
- Check routine duties regularly

Environmental and Working Conditions:

Normal environment found in an educational setting.

Physical Demands and Aptitudes:

Able to lift 5 pounds on a regular basis and 20 pounds maximum, periodically. Even though the weight lifted may be a small amount, a job is in this category when it requires walking or standing to a significant degree, as well as pushing and pulling of arm and/or leg controls. Job requires the ability to reach, handle, finger, feel, talk, hear, see, squat, and kneel.