

## SCIENCE DEPARTMENT

**POSITION:** Health Science Work Study  
**DIVISION:** Health Science Programs  
**DEPARTMENT:** Health Science  
**BUILDING:** Health Science  
**CAMPUS:** Main Campus

**FWS SUPERVISOR** Chris Hix  
**DEAN:** Joanna Barnes  
**VICE PRESIDENT:** Dava Washburn  
**PHONE NUMBER:** 903.463.8782

**HOURS per WEEK** 19

**HOURS PREFERRED:** Flexible until 4:00pm

**JOB DUTIES:**

- Assist with all aspects of the Front Office
- Alphabetize and file student documents in folders
- Direct customers to the Testing Center and other locations on campus
- Answer the phones and direct incoming calls
- Make copies for Director's and Faculty
- Deliver and pick up mail from the mailroom
- Answer incoming emails for program information
- Add immunization information to worksheet in front of student's Medical Records folder
- Assist prospective students coming into the office with questions
- Other duties as assigned

**SOFTWARE:**

**SKILLS:** Strong customer service skills, dependability is essential, maintain confidentiality, multi-task, proficient computer skills, detail orientated, telephone demeanor, excellent communication skills, professional & friendly attitude

**SPECIAL NEEDS:**

**INFORMATION:** To ensure adequate coverage throughout the day, work study hours are assigned by the director/supervisor. The work schedule is constructed in conjunction with student's schedule and the hours of operation. Students are responsible for notifying their supervisors when they expect to be late or absent.