



## STUDENT EMPLOYMENT OPPORTUNITY

**Job Title:** Surgical Tech Work Study

**Rate of Pay:** \$7.25

**Begin Date:** 08/22/2011

**End Date:** 05/11/2012

**Work Site:** Lake Havasu City Campus, 928-505-3374, Ext. 3374

**Supervisor's Name:** Dr. Robert J. Goodrich M.D.

### List specific duties performed on a regular basis.

1. Collating and filing examinations, evaluations, and applications.
2. Coordinating annual review process.
3. Retrieving previous blackboard examinations and student grades.
4. Data input for examinations.
5. Monitoring student applications.

### List skills and qualifications needed.

1. Familiar with ANGEL and Blackboard or ability to learn.
2. Basic computer skills.
3. Basic filing skills.
4. Interpersonal skills.
- 5.

### List things a supervisor would like a student employee to understand about working in this department.

All assigned work is to be completed by the deadline assigned. Maintain regular contact with students regarding application process.