



STUDENT EMPLOYMENT OPPORTUNITY

Job Title: Public Safety/EMS Department Work Study

Rate of Pay: \$7.95

Begin Date: 08/22/11

End Date: 05/11/12

Work Site: Building 200, Neal Campus Kingman

Supervisor's Name: Linda Kaholuloani

List specific duties performed on a regular basis.

1. Provide clerical support to the Public Safety/EMS Department, faculty and students.
2. Assist in the organization and preparation of up-to-date program materials to students, staff, government agencies, and college wide departments.
3. Operate various office equipment including personal computer, printer, typewriter, shredder, calculator, fax machine, laminator and multi-line telephone with voice mail.
4. Perform such other duties as may be assigned by the Director of Emergency Medical Services and/or EMS Department Assistant.
- 5.

List skills and qualifications needed.

1. Perform intermediate to advanced level computer skills, e.g., word processing, spreadsheet, and internet usage.
2. Organize and maintain record keeping system for correspondence and documents for department.
3. Organize and prioritize varied workload to effectively manage a large volume and variety of tasks.
4. Communicate effectively in written and verbal form.
5. Maintain confidentiality of student and program information.

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

Working in the EMS department will require promptness, proficient organizational skills, and the performance of daily routine tasks such as filing, copying, typing, and making phone calls. They should be able to communicate effectively with students and maintain confidentiality of student information.