

Form Name: Student Employment Job Description
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Location:

Job Title	Student Employee
Department	OTD-FW
Contact Person	Nate Short
Title	Assistant Director
Email	nathan.short@huntington.edu
Phone	(513) 607-6645
Federal Work Study Only	No
Number of Positions	1
Start Date	08/28/2023
End Date	04/27/2024
Specific Days / Times	Variable
Wage Rate	11.20
Application Deadline	04/15/2023

Describe the essential functions and duties:

- Assist with departmental cleaning and organization of classroom, labs, offices, work areas including laundry.
- Completes inventory under the direction of faculty. Report inventory levels and/or conduct inventory
- Organize files or make copies for files (nonconfidential only).
- Communicate work progress
- Provide staff support for the maintenance of various student and department manuals, and distribute updated information.
- Complete photocopy runs requested by Occupational Therapy Department faculty.
- Keep all Occupational Therapy department forms current, e.g., applications, clinical handbooks, etc.
- File correspondence and class materials in the office.
- Answer telephone in a tactful, friendly manner and take messages when a professor is not available.
- Assist with program events (preview days, new student orientation, white coat ceremony, hooding, and graduation)
- Assist with classroom and laboratory technology
- Proctor exams
- Assist librarian with the needs of the library (checking in books...)
- Perform other duties as assigned by the OTD Program Assistant or Director, Department of Occupational Therapy

Required Qualifications

- Demonstrated successful academic classroom and laboratory experience at Huntington University's OTD Program and/or previous work/clinical experiences. Must be in the second year of the OTD program and in good standing.
- Strong interpersonal and communication skills with an ability to work collaboratively with faculty, staff, and OTD students.
- Strong personal Christian commitment and faith in Jesus Christ within evangelical Protestantism
- Able to work in a fast-paced, multi-task environment.
- Excellent verbal, written, and interpersonal skills.
- High level of computer literacy required with an ability to learn new databases.
- Training and knowledge of office procedures, computer hardware and software (Microsoft Office).
- A high level of organizational ability.
- Strong ability to manage multiple projects simultaneously.
- Proficient in typing, telephone, filing and other clerical skills.
- Commitment to confidentiality.
- Demonstrated ability to represent Huntington University and the Doctorate Occupational Therapy Program.
- Demonstrated professional behaviors consistent with the OTD student manual and the profession.

Proficiency

Microsoft Word
Microsoft Excel

Professional Competencies:

Ability to work in a team structure.

Ability to make decisions and solve problems.

Ability to plan, organize and prioritize work.

Ability to verbally communicate with persons inside and outside the organization.

Ability to obtain and process information.

Ability to create and/or edit written reports.

Appropriate Dress:

Business casual (khakis)

Student Contact Procedure

Email

Student Contact Email

nathan.short@huntington.edu
