

POSITION TITLE: Health Services Student Assistant

SUPERVISOR: Campus Nurse

FUNCTIONS: To assist the Campus Nurse with projects so she may use business hours to see students

RESPONSIBILITIES:

The student does a lot of filing and shredding and re-filing the first 2 months of school in the fall Filing during the year as needed.

Responsible for 3-4 bulletin boards a year. Does all the research, the work and the putting up of the materials. I find these boards to be attractive and most importantly, educational.

Fills all the cough syrup bottles that are used in Health Service.

Take money and secures the consent forms on Flu Shot Clinic Day.

Helps with special mailings, for example, the meningitis letter I send to all parents and their first time freshmen.

Helps with getting information out (flyers on campus, e-mails) for special events done thru Health Service like The Great American Smokeout, Spring break educational kits, etc.

Makes sure I have copies made of my Progress Notes sheets that I use daily and many other forms used routinely in Health Service.

POSITION REQUIREMENTS:

3 hours/week during school year

QUALIFICATIONS:

Ability to maintain confidentiality and adhere to HIPPA standards.

Career Services

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