



Job Title: Work Study

Department/Office: Health Science, Occupational Therapy Assistant Program

Hours: 10 hours per week Monday to Thursday (Specific times on specific days: flexible between 8:00am – 3:00pm)

Pay: \$8.00 per hour

Job Posting Date: 11/09/18

Job Closure Date: February 1,2019

Position Summary:

- Provide clerical support, assist with maintaining, lab and equipment, receptionist and data entry duties.

Requirements:

- Degree-seeking student, enrolled in at least 6 credit hours at CC or a partnership institution.
- Good academic standing.
- Experience with Microsoft Office
- Ability to work with minimal supervision
- Maintain confidentiality
- Working in a professional manner

*Pre-Occupational Therapy Assistant students MAY NOT apply due to typing tests.

Essential Job Duties:

- Clerical support
- Pickup and delivery of supplies
- Other duties as specified by supervisor

Expectations:

- Satisfactory completion of weekly requests.
- Completion of assignments efficiently and in a timely manner.

How to Apply:

Name: Cassady Hoff

Phone: 307-268-2867

Email: choff@caspercollege.edu

APPLICATION INSTRUCTIONS

This posting will be removed from the Casper College website within 24 hours of the application closure date. If you would like to extend your posting, please contact Ashlee Patricelli, 268-2089, ashlee.patricelli@caspercollege.edu