Federal Work-Study/ Wesley Work-Ship Job Description
School Year: 2016-2017

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Health/Wellness Center Nurse’s Aide</th>
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<tbody>
<tr>
<td>No# of Positions Available:</td>
<td>1</td>
</tr>
<tr>
<td>Supervisor:</td>
<td>Jill Maser DNPc, MSN, APRN, FNP, NP-C</td>
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<tr>
<td>Department:</td>
<td>Health/Wellness Center</td>
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<tr>
<td>Location:</td>
<td>Carpenter Hall/First floor</td>
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<tr>
<td>Contact Information:</td>
<td>302-736-2521 or <a href="mailto:jill.maser@wesley.edu">jill.maser@wesley.edu</a></td>
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</tbody>
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Job Description:
- Answering phones
- Filing charts
- Stocking of supplies
- Scheduling appointments

Special Abilities/ Skills:
- Must be customer service oriented
- Flexible and able to work with others in a busy atmosphere
- Must have basic CPR

Work Schedule:
- Monday-Friday daytime hours
- Individual work schedules will be arranged around the employee’s class schedule

Additional Comments:
- Students must be enrolled in the Wesley nursing program.
- Students are required to pass the nursing entrance exam.
- Students must maintain a 3.0 GPA or higher.
- Student must sign a confidentiality statement.