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

<table>
<thead>
<tr>
<th><strong>Job Title:</strong></th>
<th>Clinical Lab/ Clerical Student Worker</th>
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<tbody>
<tr>
<td><strong>No# of Positions Available:</strong></td>
<td>2</td>
</tr>
<tr>
<td><strong>Job Types Available:</strong></td>
<td>FWS: Yes  WWS: Yes</td>
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<tr>
<td><strong>Supervisor:</strong></td>
<td>Margaret McElligot</td>
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<td><strong>Department:</strong></td>
<td>Nursing</td>
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<td><strong>Location:</strong></td>
<td>Johnston Hall Health Science Building (JHHSB), 300 South New St.</td>
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<td><strong>Contact Information:</strong></td>
<td>302-736-2488 or <a href="mailto:Mary.Harmon@wesley.edu">Mary.Harmon@wesley.edu</a></td>
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**Job Description:**
- Maintain the cleanliness, superiority & organization of the Clinical Skills Lab & Student’s Computer Lab.
- Pick up/ drop off mail from the College mailroom to start & end your shift.
- Changing of bed linen in the Clinical Skills Lab.
- Clean bedside tables, over-bed tables.
- Clean mannequins, as requested
- Set up supplies and put supplies away.
- Washing, drying, folding & storing laundry.
- Copying, typing and filing, as requested.
- Other duties as requested by the Supervisor or Faculty.

**Special Abilities/ Skills:**
- Must be a pleasant, helpful self-starter
- Maintain a professional demeanor and appearance at all times.

**Work Schedule:**
- Office Hours are Monday – Friday 8:30-4:30
- Individual work schedules will be arranged around the employee’s class schedule.

**Additional Comments:**
- Please email Margaret.McGilligot@Wesley.edu with office qualifications and to set up an interview with faculty.