



## POSITION ANNOUNCEMENT

### Federal Work-Study – Academic Affairs

#### Position Qualifications:

- Currently enrolled UAB student with Federal work-study funding.
- Clerical, administrative and basic office skills
- Excellent customer service and interpersonal skills
- Basic people skills; able to relay messages and answer questions accordingly
- Basic knowledge about school organization
- Knowledge of Microsoft Word, Excel, and other Microsoft Office tools
- Overall professional attention to detail

#### Responsibilities:

- Basic clerical / administrative duties: copying, scanning, shredding, entering data into Excel spreadsheets, create award certificates, etc.
- Retrieve data from national databases for reporting purposes
- Assistance with various meetings and events: Orientation, Immersions, Intensives, Collaboratives, etc.
- Interact positively with students, faculty, and staff within the School of Nursing
- Other duties as assigned

Requests for applications may be directed to: [sonemployment@uab.edu](mailto:sonemployment@uab.edu).

For additional questions regarding this position, please contact:

Kari Jackson at [karitj@uab.edu](mailto:karitj@uab.edu) .

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