

Job Title: Work Study

Department: Nursing/Health

Campus: South Charleston

Job Supervisor: Kent Wilson

Employment Period: Full Academic Year

Number of hours per week: 20 hours per week

Description of Job Duties and Responsibilities: Students must be able to perform duties given such as filing in an organized system, shredding confidential documents, scanning documents, and straightening, organizing, and arranging labs. The student must be able to maintain a positive professional attitude when communicating with other students as well as nursing/health faculty and staff.