**Federal College Work Study- Allied Health Assistant, NMT**

**Location:** Coastal Pines Technical College – Golden Isles

**Department**: Allied Health, NMT Program Assistant

**Education and/or Occupational Experience:**

Possess a high school diploma, a GED, pass an approved ability to benefit test, or have been home-schooled. Also, FCWS student must be enrolled as a student and taking at least six credit hours at Coastal Pines Technical College in a technical certificate of credit, diploma, or associate degree program.

**Minimum Qualifications:**

* Be a United States citizen, permanent resident, or other reliable classification of non-citizen
* Have a valid Social Security number
* Make Satisfactory Academic Progress for Federal Student Aid Programs
* Meet the requirements of the Federal College Work Study Program

**Key Competencies**

* Excellent verbal communication skills and customer service skills
* Computer skills
* Data Entry skills – Both alpha and numeric
* Ability to maintain records
* Ability to maintain and update filing system
* Preferred that applicant has completed Comp 1000

**Duties/Responsibilities**

Federal College Work Study Students may work up to but no more than 20 hours per week.

This FCWS worker will be responsible for:

* Copying Files and Filing in proper location
* Assisting in Labs
* Answering and Directing Telephone Calls
* Performing Word Processing Duties
* Shredding Documents
* Distributing Developing and Maintaining Spreadsheets
* Handling Correspondence
* Washing, Drying, Folding and putting away NMT Laundry
* Monitoring Clientele for Clinical
* Cleaning NMT Lab/Classroom

**Application Deadline**: Open Until Filled

**Salary:** $10.00 /hour

**Length of** **Employment: Contract ends on Final Day of Semester**

To be considered for this position, submit a resume, letter of interest, and online employment application on our Job Opportunities website www.coastalpines.edu. Applicants must also complete the Federal Work Study Financial Aid Application. Applicants must state in the letter of interest the position for which they are applying. Incomplete applications will not be considered. Final candidate(s) will be required to successfully meet the requirements of the TCSG Background Investigation Policy.

Coastal Pines Technical College is an equal opportunity, affirmative action employer and does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law).