

Lab/Financial/Placement Aide Job Description

Effective: March 20, 2018

Job Summary

Responsible for helping the business and financial aid office with administrative functions as assigned.

Hourly Rate: \$10.00/hour

Hours: 4 hours/week minimum (Hours available to schedule are Monday through Friday 8:30 am – 4:30 pm)

Primary responsibilities

Lab: Cleaning mannekins, maintaining par levels in lab supplies, assist in price searches, assist with maintenance of lab.

Placement: Call graduates and complete the TWC Completer/Placement/Licensure form as assigned.

Financial Aid: Assist with scanning post student files as assigned, filing A and P, Nurse Aide, Medical Administrative Assistant, and Medical Terminology class paperworks, make copies as needed, file as needed of non-VN program information as assigned.

Student Requirements:

Students must apply for the position, interview, and be chosen for the position.

1. Students must submit a time sheet each week to the Student Services Manager on Fridays.
2. The Student Services Manager will review the time sheet for accuracy and submit it to the business office for payroll processing which occurs every other week.
3. Students must obtain a signature from the site supervisor on their time sheet weekly verifying they worked the hours that are submitted.
4. If a student is unable to work they **MUST** notify the Student Service Manager and the site supervisor at the literacy location timely (at least 4 hours prior to shift start)

This position reports to: Student Services at The Vocational Nursing Institute Inc.

_____ (Print Student Name)

I understand the duties of this position and have had the opportunity to ask questions and gain answers. I have a copy of the time sheet required to be completed and turned in each Friday by 5pm. This form can be placed in the Student Services Manager mailbox.

Student Signature

Date

Student Service Manager Signature

Date