



## POSITION ANNOUNCEMENT

### Federal Work-Study – Dean’s Office

#### 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: answering phone, copying, scanning, faxing; inventory management; creating file and tab labels; transcribing; alphabetizing; shredding
- Assistance with events: setting up for events; cleaning up after events; washing, cleaning, organizing, and placing items back where they belong
- Getting mail from mail room
- Courierring around campus
- Work under the direct supervision of the department’s staff and in accordance with UAB, and School of Nursing policies and procedures.

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

For additional questions regarding this position, please contact:

Shantay Williams at [aswill@uab.edu](mailto:aswill@uab.edu).

*UAB is an [Equal Opportunity/Affirmative Action Employer](#) committed to fostering a diverse, equitable and family-friendly environment in which all faculty and staff can excel and achieve work/life balance irrespective of, race, national origin, age, genetic or family medical history, gender, faith, gender identity and expression as well as sexual orientation. UAB also encourages applications from individuals with disabilities and veterans.*