

UW HEALTH POSITION DESCRIPTION

JOB SPECIFICS

Title: Student Help	Job Code: 340004
FLSA Status: Non-Exempt	

JOB SUMMARY

UW Health Student employees provide administrative support to an assigned department, assist with a variety of department specific projects, perform research as direct by department management, and perform general customer service responsibilities.

MAJOR RESPONSIBILITIES

Student employees at UW Health typically perform one or more of the following responsibilities:

- Provide Administrative Support specific to assigned department.
- Assist with departmental projects and initiatives.
- Research topics/ issues related to assigned department.
- Assist in the preparation of presentations.
- Answer phone, greet customers, and provide general customer service.
- Collect and present data/information.
- Perform entry level functions of assigned department.
- Update and audit records, databases, reports, etc.
- Perform other miscellaneous tasks specific to department.

All duties and requirements must be performed consistent with the UW Health Performance Standards.

JOB REQUIREMENTS

Education	Minimum	Current student in a post secondary college or university
	Preferred	Field of study related to department
Work Experience	Minimum	General customer service/ administrative experience or experience in field of study
	Preferred	
Licenses & Certifications	Minimum	
	Preferred	
Required Skills, Knowledge, and Abilities		<p>Employee must be able to problem-solve, make decisions, and work independently.</p> <p>Employee is expected to offer excellent customer service by being courteous, positive, and sensitive to customer and patient needs.</p> <p>Employee is expected to communicate effectively by sending, receiving and responding to information ensuring high level of patient satisfaction.</p> <p>Employee is expected to follow UW Health Employee Work Rules and department dress code, sanitation, and safety work standards.</p> <p>Excellent verbal and written communications including understanding of English language.</p> <p>Ability to work in a team environment.</p>

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	Ability to work scheduled shifts. Expected to follow work rules, dress code, sanitation, and safety work standards. Ability to perform simple math calculations.
Physical Requirements	Light or as defined in departmental addendum
List any other physical requirements or bona fide occupational qualifications:	

Work/Environmental:

Note: The purpose of this document is to describe the general nature and level of work performed by personnel so classified; it is not intended to serve as an inclusive list of all responsibilities associated with this position.