

Federal Work Study Job Description

Name of position:	Student Assistant
Classification of position (if applicable—e.g., lab assistant II, reading tutor):	N/A all same class of position
Name of employer (institution, public agency, etc.):	Barnes-Jewish College Goldfarb School of Nursing
Address of employer:	4483 Duncan Ave, St. Louis MO 63110
Department or office in which student will be employed:	GSON 4 th Floor Departments
Location where student will perform duties:	4 th Floor GSON
Name and position of student's supervisor (e.g., "Kim Smith, Head Library Supervisor, or successor"): ²¹	Ed Gricius, Associate Dean of Student Experience and Development, or successor or other 4 th floor staff as determined by the Associate Dean.
Purpose/role of the position:	Assists the 4 th floor departments with a variety of tasks.
Duties and responsibilities (in relation to purpose/role):	<u>Student Support Services Department tasks:</u> ○ Possible clerical work ○ Various projects as needed ○ Provide front desk coverage during lunch periods and/or from 4-5 PM when available. ○ Other duties as assigned. ○ Students are not permitted to work during times when class/clinicals are meeting. Students who work during such times are subject to discipline, up to and including dismissal.
General qualifications:	N/A
Rate(s) of pay:	\$16.50/hour
Specific qualifications (for levels/rates of pay):	N/A same rate regardless of location, duties, qualifications, etc.
Procedures for determining rate of pay (where position has multiple rates):	Wage is set by BJC.
Beginning and end dates of employment:	As long as student remains eligible (Fin. Need, academic standing etc.)
Evaluation procedures and schedule:	
Copy provided to student	☐
Copy provided to supervisor	☐
Prepared by:	Holly Allen, Financial Aid Compliance Specialist

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Address of employer:	4483 Duncan Ave, St. Louis MO 63110
Department or office in which student will be employed:	GSON Admissions Office
Location where student will perform duties:	4 th Floor GSON
Name and position of student's supervisor (e.g., "Kim Smith, Head Library Supervisor, or successor"): ²¹	Ed Gricius, Associate Dean of Student Experience and Development, or successor or other Admissions staff as determined by the Associate Dean.
Purpose/role of the position:	Assists Admissions Office with campus tours and administrative tasks
Duties and responsibilities (in relation to purpose/role):	<u>Admissions Department tasks:</u> ○ Provide campus tours ○ Possible clerical work ○ Provide front desk coverage during lunch periods and/or from 4-5 PM when available. ○ Other duties as assigned. ○ Students are not permitted to work during times when class/clinicals are meeting. Students who work during such times are subject to discipline, up to and including dismissal.
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Address of employer:	4483 Duncan Ave, St. Louis MO 63110
Department or office in which student will be employed:	GSON Financial Aid Office
Location where student will perform duties:	4 th Floor GSON
Name and position of student's supervisor (e.g., "Kim Smith, Head Library Supervisor, or successor"): ²¹	Ed Gricius, Associate Dean of Student Experience and Development, or successor or other Financial Aid staff as determined by the Associate Dean.
Purpose/role of the position:	Role helps with financial aid tasks on 4 th floor.
Duties and responsibilities (in relation to purpose/role):	Assists the Financial Aid Office with completing the following tasks: ○ Filing, scanning, making labels and copies. ○ Provide front desk coverage during lunch periods and/or from 4-5 PM when available. ○ Review external scholarship opportunities. ○ Other duties as assigned. ○ Students are not permitted to work during times when class/clinicals are meeting. Students who work during such times are subject to discipline, up to and including dismissal.
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Name of employer (institution, public agency, etc.):	Barnes-Jewish College Goldfarb School of Nursing
Address of employer:	4483 Duncan St. Louis MO 63110
Department or office in which student will be employed:	GSON Library
Location where student will perform duties:	1 st floor GSON Library
Name and position of student's supervisor (e.g., "Kim Smith, Head Library Supervisor, or successor"): ²¹	Renee Gorrell, Library Director or successor.
Purpose/role of the position:	Role provides additional support to the GSON Library
Duties and responsibilities (in relation to purpose/role):	Assist the Library dept in completing the following tasks: ○ Check in/out books. Assist students in online bibliographic searching and retrieving articles. ○ Assist students with ordering books from MOBIUS. ○ Computer lab troubleshooting. General maintenance duties, such as filling paper trays, straightening computer lab and library, shelving books. Opening and closing duties, (lights, locks, computers, messages). ○ Students are not permitted to work during times when class/clinicals are meeting. Students who work during such times are subject to discipline, up to and including dismissal.
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Name of employer (institution, public agency, etc.):	Barnes-Jewish College Goldfarb School of Nursing
Address of employer:	4483 Duncan Ave, St. Louis MO 63110
Department or office in which student will be employed:	Registration Department
Location where student will perform duties:	4 th Floor GSON
Name and position of student's supervisor (e.g., "Kim Smith, Head Library Supervisor, or successor"): ²¹	Ryan Crouse, Registrar, or successor or other Registration staff as determined by the Registrar.
Purpose/role of the position:	Assists the Registration Department with a variety of tasks.
Duties and responsibilities (in relation to purpose/role):	<u>Registration Department tasks:</u> ○ Possible clerical work ○ Provide front desk coverage during lunch periods and/or from 4-5 PM when available. ○ Other duties as assigned. ○ Students are not permitted to work during times when class/clinical are meeting. Students who work during such times are subject to discipline, up to and including dismissal.
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Name of employer (institution, public agency, etc.):	Barnes-Jewish College Goldfarb School of Nursing
Address of employer:	4483 Duncan Ave, St. Louis MO 63110
Department or office in which student will be employed:	GSON Simulation Lab
Location where student will perform duties:	Simulation Labs
Name and position of student's supervisor (e.g., "Kim Smith, Head Library Supervisor, or successor"): ²¹	Shawne Manies, Ph.D., Director of Simulation, or successor.
Purpose/role of the position:	Role helps with administrative tasks related to Simulation labs.
Duties and responsibilities (in relation to purpose/role):	○ Ensure simulation laboratories are prepared, organized, and stocked for faculty and student use: • Maintain clean, orderly, and functional lab environments • Ensure workspaces and learning areas are consistently set up and ready for use • Monitor and replenish supplies and materials as needed • Support general housekeeping and linen management ○ Support overall lab operations through inventory awareness and equipment care: • Assist with organizing, stocking, and maintaining supplies and storage areas • Handle, clean, and store simulation equipment and materials appropriately • Help ensure equipment is in working order and ready for use ○ Assist facilitators with simulation and skills-based learning activities: • Support the setup and breakdown of lab activities and learning experiences • Help ensure equipment, supplies, and simulators are ready and available • Promote appropriate use of lab equipment and resources ○ Maintain communication with simulation staff: • Report equipment issues, safety concerns, and supply needs in a timely manner • Assist in identifying restocking or maintenance needs ○ Work expectations: • Students may not work during scheduled class or clinical times • Noncompliance may result in disciplinary action, up to and including dismissal

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Address of employer:	4483 Duncan Ave, St. Louis MO 63110
Department or office in which student will be employed:	GSON Student Support Services
Location where student will perform duties:	4 th Floor GSON
Name and position of student's supervisor (e.g., "Kim Smith, Head Library Supervisor, or successor"): ²¹	Dr. Geoffrey Edwards, Director of Student Support & Engagement, or successor or other Student Support staff as determined by the Director of Student Support & Engagement.
Purpose/role of the position:	Assists the Student Support Services Office with a variety of tasks.
Duties and responsibilities (in relation to purpose/role):	<u>Student Support Services Department tasks:</u> ○ Possible clerical work ○ Provide front desk coverage during lunch periods and/or from 4-5 PM when available. ○ Other duties as assigned. ○ Students are not permitted to work during times when class/clinicals are meeting. Students who work during such times are subject to discipline, up to and including dismissal.
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