



**ALVERNO COLLEGE**  
ESTABLISHED 1887

**Student Employee Job Description**

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**Position Title:** Student Office Assistant III      **Date:** 2019/2020  
**Department:** JoAnn McGrath School of Nursing      **Status:** Student Employment  
**Reports To:** Diane Duffy, Nursing      **Salary:** As determined by HR

**Primary Function:** Assists the Director of Graduate Nursing Programs in the administration of the DNP Global Leadership grant.  
Assists with duties related to grant-related trips, professional development opportunities, and record keeping for the grant activities.  
Creates a spreadsheet and maintains records/data associated with grant activities. Assists the faculty in securing data and documenting outcomes related to grant activities.

**Principal Responsibilities**

1. Assists with set-ups for meetings
2. Creates fliers related to grant activities
3. Attends meetings as designated by the Director and maintains records for those meetings
4. Assists with registration for grant activities related to conference attendance (e.g., Day at the Capitol, Washington DC trip, ICN conference)
5. Helps arrange transportation for activities
6. Is responsible for appropriate record keeping of attendances.
7. Under guidance of the Director, creates an Excel spreadsheet to capture/document activities related to the grant
8. Follows up on Washington DC trips to document outcomes from faculty and student advocacy activities.
9. Facilitates and tracks faculty memberships in ANA
10. Prepares the materials and background information to support Washington DC trip & ICN trip
11. Compiles resources as needed to assist in the preparation for grant activities
12. Assists with filing
13. Organizes and archives materials related to grant activities
14. Creates materials related to grant activities for posts to social media
15. Documents procedures used to create and facilitate grant functions
16. Perform other tasks as necessary to support the DNP Global Initiatives Grant

**Qualifications**

1. Must be a current registered Alverno student. Must meet Financial Aid Satisfactory Academic Progress requirements.
2. Must demonstrate computer skills—especially Excel.
3. Cannot be a nursing major.

### **Working Conditions**

General office environment

### **Notes**

- Pay rate determined by HR
- Length of employment is 16 weeks with an average of 10 hours per week. Start and End Dates of position to be determined.

Ready to apply? Click [HERE](#) to complete your application.