

Adams State College Off-Campus Jobs
San Luis Valley Area Health Education Center

Office Assistant
Work Study Job Description

All duties are conducted under SLV-AHEC staff supervision.

General Duties:

- Research program data and support literature via office files and internet as needed
- Perform computer data entry applications
- Perform computer applications on MS WORD, PUBLISHER and ACCESS
- Answer phones and take messages
- Copy office documents as needed
- Check answering machine daily
- Check mail at post office and take outgoing mail to post office.

Brochures:

- Draft lay outs of workshop brochure on MS Publisher or MS Word
- Provide drafts to appropriate staff for corrections
- Correct drafts for final document
- Print brochures and fold as appropriate
- Print labels for brochure mail-outs
- Mail brochures to designated recipients.

Newsletter:

- Gather all articles with pictures
- Lay out draft with pictures
- Provide draft to appropriate staff for review and corrections
- Correct drafts and print on designated paper
- Print labels for mail-outs
- Mail-out newsletter

Summer Health Careers Institute:

- Research previous SHCI data
- Call previous participants and note their current activity
- Update previous participant data base
- Update SHCI manual to include, data base, forms and correspondence
- Assist Director, Program Coordinator and other staff with development, organization and production of the Summer Health Careers Institute.
- Assist with school year student follow up activities

End of the Year Duties:

- Assure all filing is completed and ready for correct storage

Qualifications:

- High school or GED graduate

Abilities:

- Excellent “people skills” in working with health care professionals
- Self-starter and self-motivated
- Proficient with computer applications
- Excellent telephone skills
- Report to work in a timely fashion
- Work with all ages of people
- Bi-lingual preferred but not required
- Good writing skills
- Web page development

**San Luis Valley Area Health Education Center
300 Ross Avenue/P.O. Box 1657
Alamosa, CO 81101
(719) 589-4977
Freddie L. Jaquez – Executive Director**