POSITION SUMMARY

This position will support the Occupational Therapy Assistant Program by helping professors prepare for and engage in lab activities for the OTA Program including acting as a standardized patient for student lab practical examinations. Duties will include helping organize and maintain the lab area and inventory supplies and will assist in organizing program materials for upcoming events and activities. May interact one-on-one with students. Will work with and assist diverse groups.

PRIMARY RESPONSIBILITIES

1. Filing
2. Copying
3. Record maintenance, preparation and review of forms, data entry
4. Maintain inventory
5. Set up learning environment (such as labs, classrooms, etc.)
6. Check out equipment
7. Event preparation and support
8. Prepare reports
9. Collect and record data
10. Maintain existing library by cataloguing new scores by focal forces, alpha, and title

REQUIRED QUALIFICATIONS

- High School Diploma or Equivalent
- 1 year of related work experience

KNOWLEDGE SKILLS AND ABILITIES

- Customer service
- Interpersonal skills
- Organizational skills
- Analytical and problem solving skills
- Communication skills (written and/or oral)
- Working knowledge of general office procedures and practices
- Proficiency with one or more office software (Word, Excel, PowerPoint, Access)

USE OF EQUIPMENT AND MACHINERY

- Pushing or pulling carts or other such objects
- Lift objects weighing up to 20 lbs.
- Standing for two or more hours
- Use small office equipment including copy machines or multi-line phone system
- Use computer for word processing