



**FEDERAL WORK STUDY  
ON-CAMPUS EMPLOYMENT  
2018-2019 AWARD YEAR**

<b>1. Name of the position:</b>
Peer Health Educator
<b>2. Supervisor and department name:</b>
Michelle Carter/Michelle Barkley
<b>3. Contact number:</b>
(916) 691-7767/7584
<b>4. Location/room number:</b>
Ops 126 (Health Services)
<b>5. Number of positions available:</b>
2
<b>6. Please describe the job duties:</b>
<u>Peer Health Educator Job Duties: Performs basic functions related to a student health center. Willing to follow directions and must be adaptable. Perform clerical work including use of correct English and spelling; operate office equipment; work effectively with others; read and write at the level required for successful job performance. Provides clerical assistance in checking-in patients, typing, filing, record keeping, answering multi-line phones and maintains confidentiality of information and materials. Organize a minimum of one special health project per semester and participate in health projects as assigned. Participate in Peer Health Educator Training and meetings as assigned. Provide services by creating an aesthetic and warm atmosphere of acceptance.</u>
<b>7. Any specific job requirements or skills preferred (e.g. computer, filing, GPA, coursework)</b>
<u>Specific Job Requirements and Skills Preferred: PC, Microsoft Office Suite, filing, proper phone etiquette, cultural sensitivity.</u>
<b>8. List days/hours needed, unless it's flexible:</b>
Monday – Friday, 8:00am to 4:30pm Flexible hours
<b>Please submit the application to the <i>Health Services</i> department via:</b> Walk-in or Email CarterM@crc.losrios.edu