



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.):	Goldfarb School of Nursing at Barnes Jewish College/Barnes Jewish Hospital
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	Stacy Bogier, Director of Enrollment Management, or successor or other Admissions staff as determined by the Director of Enrollment Management.
Purpose/role of the position:	Assists Admissions Office with campus tours and administrative tasks
Duties and responsibilities (in relation to purpose/role):	<p><u>Admissions Department tasks:</u></p> <ul style="list-style-type: none"> ○ 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/clinical 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:	\$15.00/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	<input type="checkbox"/>
Copy provided to supervisor	<input type="checkbox"/>
Prepared by:	Holly Allen, Financial Aid Compliance Specialist



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.):	Goldfarb School of Nursing at Barnes Jewish College/Barnes Jewish Hospital
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	Stacy Bogier, Director of Enrollment Management, or successor or other Financial Aid staff as determined by the Director of Enrollment Management.
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: <ul style="list-style-type: none"> ○ 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/clinical 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:	\$15.00/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	<input type="checkbox"/>
Copy provided to supervisor	<input type="checkbox"/>
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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.):	Goldfarb School of Nursing at Barnes Jewish College/The Foundation for Barnes-Jewish Hospital
Address of employer:	4483 Duncan Ave, St. Louis MO 63110
Department or office in which student will be employed:	The Foundation for Barnes-Jewish Hospital
Location where student will perform duties:	5 th Floor GSON
Name and position of student's supervisor (e.g., "Kim Smith, Head Library Supervisor, or successor"): ²¹	Pam Dempski, Director of Advancement, or successor, or other Foundation staff as determined by the Director of Advancement.
Purpose/role of the position:	Assists The Foundation for Barnes-Jewish Hospital with various tasks.
Duties and responsibilities (in relation to purpose/role):	<p><u>The Foundation for Barnes-Jewish Hospital tasks:</u></p> <ul style="list-style-type: none"> ○ Assists with updating alumni contact information ○ Possible clerical work ○ Assists with preparing for Foundation events or helping work events ○ 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.
General qualifications:	N/A
Rate(s) of pay:	\$15.00/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:	
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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.):	Goldfarb School of Nursing at Barnes Jewish College/Barnes Jewish Hospital
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):	<p>Assist the Library dept in completing the following tasks:</p> <ul style="list-style-type: none"> ○ 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). ○ Shifts may be during the day, evening, or Saturday. ○ 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.
General qualifications:	N/A
Rate(s) of pay:	\$15.00/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	<input type="checkbox"/>
Copy provided to supervisor	<input type="checkbox"/>
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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.):	Goldfarb School of Nursing at Barnes Jewish College/Barnes Jewish Hospital
Address of employer:	4483 Duncan Ave, St. Louis MO 63110
Department or office in which student will be employed:	GSON Registration
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	Kristina Rieger, Registrar, or successor or other Registration staff as determined by the Registrar.
Purpose/role of the position:	Assists the Registration Office with a variety of tasks.
Duties and responsibilities (in relation to purpose/role):	<p><u>Registration Department tasks:</u></p> <ul style="list-style-type: none"> ○ 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.
General qualifications:	N/A
Rate(s) of pay:	\$15.00/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	<input type="checkbox"/>
Copy provided to supervisor	<input type="checkbox"/>
Prepared by:	Holly Allen, Financial Aid Compliance Specialist



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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.):	Goldfarb School of Nursing at Barnes Jewish College/Barnes Jewish Hospital
Address of employer:	4483 Duncan Ave, St. Louis MO 63110
Department or office in which student will be employed:	Financial Aid Office
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	Clint Mettlach, 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):	<ul style="list-style-type: none"> ○ Ensure simulation laboratories are properly stocked and prepared for faculty and student utilization: <ul style="list-style-type: none"> • Keep work areas neat, and clean • Organize work areas within the labs • Wipe down bedside tables & assure bedside tables are stocked/supplied • Assure that bed linens and pt. gowns are changed as needed • Supply gowns, gloves, and foam at each bedside as needed • Linen inventory & hampers emptied as needed & at least twice weekly ○ Ensure effective maintenance of the simulation labs by providing routine product/equipment inventory, product assembly, handling, and equipment module maintenance and integrity: <ul style="list-style-type: none"> • Assure that stock/inventory items are neatly stored in supply rooms, at each bedside, and in the cabinets in all labs • Simulation mannequins /body parts are properly handled, labeled, stored, and cleaned after use • Battery operated equipment (i.e.: otoscopes, thermometers, etc.) is fully charged and in working order ○ Assist Facilitators in providing learning and practice opportunities for students across all programs: <ul style="list-style-type: none"> • Proper use of simulators and components • Assure that simulation units are turned on and off as appropriate • Assure that necessary equipment and product supplies are available for student practice skills (i.e.: foley catheters, trach care set up, Central line set-up, medications, etc.) ○ Maintain close communication with the lab Facilitators to report equipment malfunction, need for product/supply re-orders, etc. ○ 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:	\$15.00/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	<input type="checkbox"/>
Copy provided to supervisor	<input type="checkbox"/>
Prepared by:	Holly Allen, Financial Aid Compliance Specialist



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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.):	Goldfarb School of Nursing at Barnes Jewish College/St. Louis Children's Hospital
Address of employer:	4483 Duncan Ave , St. Louis MO 63110
Department or office in which student will be employed:	Volunteer Services Dept., St. Louis Children's Hospital
Location where student will perform duties:	3 rd Floor SLCH
Name and position of student's supervisor (e.g., "Kim Smith, Head Library Supervisor, or successor"):	Sandra Ganey, Volunteer Mgr. or successor or Meghan Mentasana, Coordinator, Volunteer Services, or successor
Purpose/role of the position:	Assisting in the Center for Families at SLCH
Duties and responsibilities (in relation to purpose/role):	<p><u>Center for Families tasks:</u></p> <ul style="list-style-type: none"> ○ Possible clerical work, answering phones, etc. ○ Greeting families and helping direct families in the facility ○ 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:	\$15.00/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	<input type="checkbox"/>
Copy provided to supervisor	<input type="checkbox"/>
Prepared by:	Holly Allen, Financial Aid Compliance Specialist



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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.):	Goldfarb School of Nursing at Barnes Jewish College/St. Louis Children’s Hospital
Address of employer:	4483 Duncan Ave, St. Louis MO 63110
Department or office in which student will be employed:	Volunteer Services Dept., St. Louis Children’s Hospital
Location where student will perform duties:	3 rd Floor SLCH
Name and position of student’s supervisor (e.g., “Kim Smith, Head Library Supervisor, or successor”):	Sandra Ganey, Volunteer Mgr. or successor or Meghan Mentessana, Coordinator, Volunteer Services, or successor
Purpose/role of the position:	Role provides greeting, clerical work, general assistance
Duties and responsibilities (in relation to purpose/role):	<p>A family literacy program integrates four components. It provides:</p> <ul style="list-style-type: none"> ○ literacy or pre-literacy education to children.--literacy training for parents or other caregivers of children in the program. A means of equipping parents or other caregivers with the skills needed to partner with their children in learning, and--literacy activities between parents or other caregivers and their children. ○ These duties are to be performed school room and playroom of the St. Louis Children’s Hospital--The primary responsibility for this Student Assistant will include the student going to St. Louis Children’s Hospital to perform family literacy activities in a family literacy project. This involves reading to the families of pre-school or elementary school children. Shifts are intended to be short 3–6-hour shifts/week. ○ 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.
General qualifications:	N/A
Rate(s) of pay:	\$15.00/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:	
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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.):	Goldfarb School of Nursing at Barnes Jewish College/Barnes Jewish Hospital
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. Phillip Campbell, 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):	<p><u>Student Support Services Department tasks:</u></p> <ul style="list-style-type: none"> ○ 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.
General qualifications:	N/A
Rate(s) of pay:	\$15.00/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	<input type="checkbox"/>
Copy provided to supervisor	<input type="checkbox"/>
Prepared by:	Holly Allen, Financial Aid Compliance Specialist



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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.):	Goldfarb School of Nursing at Barnes Jewish College/Department of Surgery, Washington University
Address of employer:	4483 Duncan Ave, St. Louis MO 631 10
Department or office in which student will be employed:	Department of Surgery
Location where student will perform duties:	Various Wash U/BJC Clinical locations
Name and position of student's supervisor (e.g., "Kim Smith, Head Library Supervisor, or successor"):	Nicole Kettwich, Manager of Clinical Operations, or successor, or other staff as determined by the Manager of Clinical Operations
Purpose/role of the position:	Supporting the Department of Surgery in various tasks
Duties and responsibilities (in relation to purpose/role):	<p>Assists the Washington University Department of Surgery with the following tasks:</p> <ul style="list-style-type: none"> ○ Assisting physicians and team members with scheduling, chart preparation ○ Assisting with clerical needs ○ Cross-referencing patient to appointment ○ 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:	\$15.00/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	<input type="checkbox"/>
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