

Volunteer Position Description

Position Title:	Nursing Staff Development - Office Assistant, Florence
Position Type:	Non-patient Care or Service Personnel
Facility:	Flo, Ft.T
Position Summary:	
The Staff Development Volunteer, Florence office assists with data entry, filing, and greeting/assisting customers of the department.	
Qualifications:	
<ul style="list-style-type: none">• Discretion: Maintain confidentiality• Typing/keyboarding skills• Computer skills needed for data entry• Able to file by alpha/numeric orders• Personable and helpful attitude	
Duties & Responsibilities:	
The primary function of this position is data entry of class/course completions into PeopleSoft. <ul style="list-style-type: none">• Additional tasks include: filing of paper class sign-in sheets, tallying evaluations including typing of comments, filing paperwork in appropriate files• Greeting customers at the front and finding a staff person able to meet their needs.• Assisting Staff Development personnel as needed and agreed upon.	
Key Accountabilities:	
<ul style="list-style-type: none">• Enters data accurately into PeopleSoft System• Takes accurate and complete messages• Maintains confidentiality of associate records• Maintains neat alpha/numeric files of paper class sign-in records• Assists with other duties as agreed upon	
Time Commitment:	
<ul style="list-style-type: none">• Hours of operation are between 8:00 a.m. and 4:30 p.m. Monday through Friday.• Department is flexible to days of week and to number of hours per shift.	
Uniform:	
<ul style="list-style-type: none">• Dress casual as outlined by the St. Elizabeth dress code and as further defined by the volunteer services dress code.	