Manage Job

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Employer</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prehealth Assistant and Peer Advisor - SP2168</td>
<td>Clark Science Center</td>
<td>Listed</td>
</tr>
</tbody>
</table>

Additional details about this job’s status:
- This job is currently listed on the site.
- It will not de-list until it is manually taken down.

Update Status
- Listed -> Current Status -- Click to update remaining days listed on site
- Review Mode -> Click to change to
- Storage -> Click to change to

Manage Application
- This job is configured to collect online applications.
- Edit, view or remove the online application.

View Applicants
- 13 applications have been submitted for this job, 0 of which are new.
- View Applications

Hire Student
- Hire a student

[Edit this Job]

Below is a view of approximately how this job appears to students:

Prehealth Assistant and Peer Advisor - SP2168

Job ID 3066

Employer Clark Science Center

Category Clerical
Job Type: On-Campus ACADEMIC YEAR

Job Description: Student Assistant for Smith Prehealth. Assist with various duties in support of the prehealth program including, but not limited to: help with organization and promotion of events; updating website, organizing library of materials; distributing materials; other general office support. Also includes some basic peer advising duties, holding 1-2 hours of drop in time per week. The exact number of hours per week is not yet set and may be negotiable. More hours will be available in the spring (2016) semester than in the fall. We are looking for one person to remain in the position through the whole year.

Candidates must be reliable and consistently able to work independently with attention to detail. Strong writing skills appreciated; prefer candidates with some knowledge of Excel and PowerPoint, and with comfort learning new software. The ideal candidate will be eager to actively participate in brainstorming and sharing new ideas for improvements to the office and program. Preference will be given to rising sophomores and to students who are interested in entering a health profession after Smith.

Number of Current Openings: 1

Position Index Number: SP2168

Hours: 1.0 to 10.0 hours per week

Summer Pay Rate Range: $9.00 to $10.00

Pay Rates for 14-15 Academic Year:

- Base Campus Rate $9.00
- Base Off-Campus Rate (includes America Reads) $9.50
- Internally Funded Research Assistants (CFCD) $9.25
- Library Assistant In-Charge $9.25
- Senior Computer Center Consultant $9.25
- Late Night Shuttle Drivers $9.25
- Web Designers (approved positions only) $9.25
- Grant Research Assistants (outside funding) $9.25
- Computer Center Student Manager $9.25
- Tutors $9.25
- Accompanists $9.25
- Lifeguards $9.25
- Chemistry Lab Assistants $9.25
- Graders/Teaching Assistants $9.25
- Athletic Trainers $9.25
- OCIP Interns (funded by the College Intern Program) $9.25
- Student Bank Head Teller $9.25
- Phone-A-thon $9.25
- Art Models $10.25

Wage Notes from Employer

Time Frame: Academic Year
<table>
<thead>
<tr>
<th><strong>Start Date</strong></th>
<th>9/8/2015 12:00:00 AM</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>End Date</strong></td>
<td>4/29/2016 12:00:00 AM</td>
</tr>
<tr>
<td><strong>Contact Person</strong></td>
<td>Kathryn Lipp</td>
</tr>
<tr>
<td><strong>Email Address</strong></td>
<td><a href="mailto:klipp@smith.edu">klipp@smith.edu</a></td>
</tr>
<tr>
<td><strong>Work Location</strong></td>
<td>McConnell Hall</td>
</tr>
<tr>
<td><strong>Phone Number</strong></td>
<td>413-585-4296</td>
</tr>
<tr>
<td><strong>Fax Number</strong></td>
<td>413-585-3786</td>
</tr>
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</table>