

**FEDERAL WORK STUDY JOB DESCRIPTION  
COX COLLEGE  
1423 N JEFFERSON  
SPRINGFIELD MO 65802**

**JOB TITLE:** Master of Science in Nursing (MSN) Assistant      **DEPARTMENT:** MSN

**REPORTS TO:** Elicia Sutton

**RATE OF PAY:** \$9.50/hour

**LENGTH OF EMPLOYMENT**

The student will be allowed to work in the Federal Work Study program until their funds have been exhausted for the current fiscal year or until they resign or have been terminated for disciplinary reasons.

**JOB SUMMARY/PURPOSE**

The Master of Science in Nursing (MSN) Assistant assists the MSN Department faculty in maintaining programmatic resources. This includes, but is not limited to supportive course materials, manuals, handbooks, and the online reference manager. It is preferred that the MSN Assistant possesses knowledge and skills in healthcare content in order to assist other students in various department support and activities.

**PRIMARY RESPONSIBILITY**

- Attends team meetings as designated by the Chair.
- Provides work schedule in advance to the Chair (per semester).
- Maintains integrity of all program course content and course materials.
- Assist the MSN Department faculty with the following:
  - Revising competency associated assignments
  - Assists with copying, putting together handouts and/or packets for courses
  - Creating, editing, revising course or department materials, manuals and handbooks
  - Assists in the selection process for new program students
  - Other duties as needed

**MINIMUM KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. All job requirements listed indicate the minimum knowledge, skills, and/or ability deemed necessary to perform the job proficiently. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Current student in good standing in the college.
- Recommended by faculty/staff member familiar with the applicants knowledge and skill performance.
- Ability to be dependable, responsible, punctual, prepared, and organized.
- Have knowledge of general office procedures
- Willing to work flexible hours.
- Maintains confidentiality.

See §675.18 Federal Work Study Regulations  
Rev. 06/15/2009