EMT Office Federal Work Study

**Brief Description of the Position:**
Quick paced office requiring flexibility in moving from job duty to job duty. Must be accurate and have the ability to concentrate on duties within a small, noisy office setting and multi-task abilities. Requires interaction with FLCC staff, council staff, instructors and physicians, emergency providers in the surrounding counties and Department of Health personnel. Primarily an aide to council staff as needed.

**Primary Duties:**

- Assisting compiling registration packets for each semester
- Assisting in preparing registrations to go to FLCC and NYS Department of Health
- Various filing
- Making Copies
- Answering the telephone
- Copying and stuffing various mailings
- Scanning minutes of various meetings to get us into the modern age and away from having to keep actual paper copies
- Shredding confidential information

**Special Requirements:**

- Office is located at the Geneva Campus Center
- Early evenings available