



Vacancy Announcement For Student Worker Position

Where: LSU Healthcare Services Division (HCSD)
New Orleans Office

LSU HCSD is looking for student workers to assist in administrative support functions. The HCSD office is located at 2000 Tulane Ave. 3rd Floor New Orleans, LA 70112.

Qualifications: Eligibility for employment as a student worker requires the individual to be enrolled in an accredited junior college, college, university or a vocational-technical school operated by the State of Louisiana in full-time status.

- Excellent communication skills
- Knowledge of Microsoft Office and basic ability to use Microsoft Word
- Data entry
- Detail oriented
- Willingness to learn new tasks and handle multiple tasks
- Willingness to learn Microsoft Visio
- Ability to handle confidential matters
- Ability to work independently within departmental policies and guidelines
- Integrity, punctuality and dependability.

Hours will vary based on school schedule. Office is open Monday–Friday.

Hourly Pay:	College Freshman	\$7.50
	College Sophomore	\$8.00
	College Junior	\$9.00
	College Senior	\$10.00
	Grad Student	\$12.00

To apply for this student worker position with LSU HCSD (New Orleans) a Civil Service student application must be completed and certified by your school/college/university. Link: <http://www.civilservice.louisiana.gov/files/divisions/staffing/studentapplication.pdf>

A resume' is also desired. Please attached your completed, certified student application and resume', and submit by fax to 225-354-4851 or email to LSUHotline@lsuhsc.edu.