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Employment - Job Description

December 8, 2008

Student Assistant

The Public Health Institute (PHI) is a large non-profit public health organization conducting a broad range of public health research, training, and technical assistance programs in California, throughout the nation, and around the world. PHI is seeking a part time or full time temporary Student Assistant (SA) for the Occupational Lead Poisoning Prevention Program (OLPPP). This position is located in Richmond, CA.

The SA is responsible for performing a variety of clerical tasks and support functions for OLPPP staff.

Duties & Responsibilities:

- Retrieve voicemail messages from OLPPP's help line and forward to appropriate staff
- Provide information to callers
- Place calls to obtain information from OLPPP's clients
- Look up and retrieve information from the internet
- Process and distribute incoming/outgoing mail
- Update databases
- Provide general office support, including copying, faxing, filing and assembling materials to be mailed out
- Perform other duties as assigned by supervisor

Qualifications:

- High school graduate
- Some college course work desired
- Ability to work independently, handle multiple tasks, and function well under pressure
- Must have good oral communications skills and excellent phone etiquette, with the ability to follow written and oral instructions
- Ability to work well as a team member and relate well with others

Compensation:

Hourly pay rate is \$10.75

How to apply:

To apply for this position, click here [APPLY HERE](#) or go to PHI's Career Site at www.phi.jobs.

Only for applicants without access to the internet, PHI's mailing address for this position is listed below. Please send cover letter and resume ASAP to:

Public Health Institute
555 - 12th Street, 10th Floor
Department #207, Oakland, CA 94607-4046
We are proud to be an EEO/AA Employer
NO PHONE CALLS PLEASE

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