Environmental Health and Safety has an opening for a part-time COVID 19 Entry Point - Student Assistant position.

Part time position to support the University’s COVID 19 return to work process and procedures. Using supplies and training provided by EHS, student(s) will set up the check in point and operate it throughout the day as well as close down the site at the end of the day.

Duties include but are not limited to:
- Moving tables and placing supplies at the assigned locations
- Prepare and organize the wellness check site
- Stock supplies
- Moving and lifting 30lbs. signs and tables,
- Accessing the EHS database
- Viewing and handling sensitive personal information
- Attention to details and able to follow procedures
- Taking temperatures, providing daily wristbands
- Guiding people who have further questions to call someone in EHS.

This description is a summary only and is describing the general level of work being performed, it is not intended to be all-inclusive. The duties of this position may change from time to time and/or based on business need. We reserve the right to add or delete duties and responsibilities at the discretion of the supervisor and/or hiring authority.
Minimum Qualifications:
- High School Diploma or GED
- Enrolled for summer or Fall semester
- Experience with Microsoft Office software, especially Excel and Word

Competencies
- Ability to communicate effectively, both in writing and orally.
- Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
- Outstanding customer service skills.

Conditions of Employment:
Must be willing and able to:
- Pass a background check
- Physically lift and carry up to 30 lbs.

Compensation Range:
$13 per hour

Contact information:
Call Lacey Klindt at (303) 724-5661 or email resume and availability to Lacey.Klindt@CUAnschutz.edu