



Mother Mary Lange Catholic School
200 North Martin Luther King Junior Boulevard
Baltimore, Maryland 21201
443.884.9800
www.mmlcs.org

Federal Work-Study Job Description

Job Site Description: Mother Mary Lange Catholic School is a private non-profit catholic school that educates children grades PreK3 through 8.

Position: Administrative Assistant (School Health Suite)

Job Type: Part-Time

Job Description: Tutor

Administrative Assistants are responsible for assisting the school nurse with various administrative duties.

Responsibilities:

- Assist with filing, and creating spreadsheets for various categories regarding the students medical concerns.
- Assist with filing school accident reports and nurse referrals.
- Assist with receiving and logging in medications for students provided by parents.
- Under the direct supervision of the school nurse, assistants will assist in keeping health records current.
- Assist with notifying parents/guardians of significant injuries and health concerns.

Qualifications:

- Graduate with a high school diploma, and currently in a medical program
- Demonstrated proficiency in traditional math sequence (elementary algebra) through transcripts and competency exam
- Excellent verbal and written, and interpersonal communication skills
- Currently enrolled at the University of Maryland, Baltimore.
- Must be VIRTUS certified. *(Additional Information will be provided once an offer has been provided).*

Please resume' to:

Ashlee Davis, Advancement Director

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Phone Number: 443-884-9800