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| **Placement Area/Program: Financial Services** | **HOSPITAL SITE:** **100 King St West,**  |
| **STAFF REPRESENTATIVE/SUPERVISOR:****Pro Bose** | **Location/Address:** **Suit 2200** | **Ph. Ext.****74823** |

1. **Number of Students Requested: 1 - Fall Students:**

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| **2.** | **Placement Title: Co-op Student** |  |

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| **3.** | **Please provide a brief description (a couple of sentences) of student placement and identify 5 primary tasks/duties/activities in order of importance to be observed/performed by the student(s).** |
|  | This student will play a critical role in preparation for the site move and will work closely with the Paper Management Committee team representatives * Review & organize financial data (hard copy and shared electronic folders)
* Purging files
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|  | * Cataloguing data & files
* Preparing files for scanning
* Packing documents for offsite storage
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| **4.** | **Work situation (e.g. on own, with equipment, with people):** |
|  | * Mostly independent with access to team representatives when assistance is required
* Regular use of computer
* Will require regular lifting of medium weight
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| **5.** | **Desired skills/attitudes.** |
|  | * Independent worker
* Task-oriented
* Highly motived
* Understanding of privacy and confidentiality
* Familiarity with financial data (beneficial but not required)
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| **6.** | **Type of student not appropriate for this placement.** |
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