

## SERVICE DESCRIPTION FOR HIGH SCHOOL CO OP STUDENT PLACEMENT

**Name of placement area/unit:** Foundation and Academic & Volunteer Placements sharing a co-op student.

**Located: (where on campus and what campus/ or where off campus)**

Tayfour building

**Contact Person (Title):**

Barb Sebben, ED HDGH Foundation and Academic and Volunteer Placements

Hotel Dieu Grace Healthcare – Tayfour Campus  
1453 Prince Rd., Windsor N9C 3Z4

**Team members:**

Barb Sebben, Linda D'Aloisio, Terez Balogh, Cory Simard, Veronica Samek, Peggy O'Kane and Brigid Clingan

**Description of placement area:**

- **Duties:**

- Assisting with coffee bar stocking and inventory
- Clean up file system in Barb Sebben's office
- Organize department storage room
- Package prizes for inventory when asked by various departments
- Event assistance as needed may include printing and preparation of signage, prizing, physical room set up/decorating, distribution of flyers, etc...
- Distribution of complimentary items for staff at screening desks
- Stuffing of letters and tax receipts
- Data entry when needed for prize recordkeeping (in excel)

- **One day a week:**

- Assist in updating Volunteer & Academic Placements file system ( Scan files to convert from paper to electronic)
- Print ID badges for Visitors, Volunteers and Academic Placements
- Deliver badges to various screening desks on site
- Assist with basic office duties for onboarding Nursing Students (excel & word)