



## Administrative Assistant

### Health Clinic

#### **JOB SUMMARY**

This position is responsible for providing administrative support for the health clinic.

#### **MAJOR DUTIES**

- Responsible for opening the Student Health Clinic at 8:00 a.m. Monday through Friday.
- Answers the telephone and greets students, faculty and staff, and all other visitors.
- Schedules health center appointments.
- Maintains and orders inventory supplies.
- Collects and reviews patient health records.
- Handles computerized billing, receipting money and receiving and faxing protected medical information.
- Maintains health files, filing of health files, and documentation of health data for reporting and report repair and maintenance.
- Assists with student support activities related to the Student Health Center.
- Other duties as assigned.

#### **KNOWLEDGE REQUIRED BY THE POSITION**

- Knowledge of modern office practices and procedures.
- Knowledge of college and department policies and procedures.
- Knowledge of computers and job-related software programs.
- Skill in prioritizing and organizing work.
- Skill in the use of such office equipment as a computer, scanner, fax machine, and copier.
- Skill in oral and written communication.

#### **SUPERVISORY CONTROLS**

The Family Nurse Practitioner assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

#### **GUIDELINES**

Guidelines include college and division policies and procedures. These guidelines are generally clear and specific, but may require some interpretation in application.

#### **COMPLEXITY/SCOPE OF WORK**

- The work consists of related administrative duties. Frequent interruptions contribute to the complexity of the position.
- The purpose of this position is to provide administrative support for division operations. Successful performance helps ensure the efficiency of those operations.

#### **CONTACTS**

- Contacts are typically with co-workers, other college employees, students, instructors, applicants, vendors,

and members of the general public.

- Contacts are typically to give or exchange information, resolve problems, and provide services.

#### **PHYSICAL DEMANDS/ WORK ENVIRONMENT**

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, or stooping. The employee occasionally lifts light and heavy objects and climbs ladders.
- The work is typically performed in an office.

#### **SUPERVISORY AND MANAGEMENT RESPONSIBILITY**

None.

#### **MINIMUM QUALIFICATIONS**

- Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.