



JOB POSTING
OFFICE OF HUMAN RESOURCES
September 15, 2009

Position: Administrative Assistant

Department: Campus Health Center

Division: Academic Affairs

Hours: Full Time, Monday thru Friday,
Some late afternoon and early evening hours, hours may vary by trimester

General Description:

The position of Administrative Assistant is a full-time appointment requiring a minimum of 35 hours of service per week to the College.

Function:

- Support the Mission of the College and the Health Centers.
- Collaborate with the Health Center Chiefs of Staff, Administrative Director of the Health Centers, Health Center staff, and other members of the College faculty, staff, and administration.

Specific Duties and Responsibilities:

- Support approved business protocols for the Health Centers and affiliated program.
- Promote and enforce the policies and procedures of the Campus Health Center.
- Assist in distribution of materials during orientation.
- When opening the Health Center, retrieve messages, and ensure the desk is ready to open.
- Secure all rooms in the Health Center at the end of the day.
- Pull and re-file folders each day.
- Answer telephones, schedule patient appointments, take and relay messages as needed.
- Make copies and duplicate files for interns and clinicians. Maintain an adequate supply of clinic forms.
- Greet and sign-in patients when they arrive for their appointment. Ensure patients complete the necessary paperwork upon arrival.
- Collect payment from patients for services provided or any supplies that are purchased.
- May be responsible for closing out the cash drawer at the end of the day if working nights or weekends.
- Responsible to assist with the washing and drying of Health Center laundry.
- Enters information from the Patient Encounter Sheets into Future Health (VOS)
- Any other duties as assigned by the Office Coordinator or Health Center Chief of Staff.

Service Role:

- Participate in College committees.
- Maintain a professional relationship with faculty, staff, and students.

Methods of Accountability:

- Verbal and written communications with the Seneca Falls Health Center Systems Chief of Staff and Office Coordinator.
- Compliance with the College's business protocols.
- Written feedback from student interns and other College consumers.
- Annual performance evaluation from the Seneca Falls Health Center Systems Chief of Staff.

Mental and Physical Requirements:

- Effective and professional verbal and written communication skills.
- Responsible judgment.
- Professional demeanor.
- Basic proficiency in Future Health (VOS).
- Ability to manage stressful situations in a fast-paced, multi-task work environment.
- Ability to maintain high degree of confidentiality.

Education, Training, and Experience:

- High school degree required, and previous experience working in a medical office recommended.

Working Environment and Contributions:

- Clean, ventilated, lighted, and temperature controlled office setting.
- Safe, professionally equipped and appointed healthcare facility.
- Positive, supportive, and professional work environment.

Equipment and Tools:

- General office furnishings and equipment.
- Telecommunications equipment.
- PC hardware and software with Internet access.
- Reference materials.

If you are interested in applying for this position, please submit a cover letter, resume, and list of three references to the Office of Human Resources, 2360 State Route 89, Seneca Falls, NY 13148, or e-mail your response to: sblackburn@nycc.edu.