



# JOB DESCRIPTION



INFORMATION			
<b>Job Title:</b>	Medical Assistant or Emergency Medical Technician	<b>Wkly. Hrs./Weeks:</b>	20 hours/week
		<b>Pay Grade:</b>	
<b>Department:</b>	Health Center	<b>Classification:</b>	Part Time
<b>Reports To:</b>	Campus Nurse	<b>Effective Date:</b>	8/1/18

SUMMARY
This position will provide support to the Health Center and students.

ESSENTIAL FUNCTIONS
<ul style="list-style-type: none"> <li>• Excellent customer service skills</li> <li>• Interact with visitors in the office, via email and on the phone</li> <li>• Regular attendance is essential</li> <li>• Be familiar with medical insurance plans</li> <li>• Eager to learn new skills</li> </ul>

COMPETENCIES
<p>General:</p> <ul style="list-style-type: none"> <li>• Current beside or patient care experience required</li> <li>• Passion for helping others</li> <li>• Positive and professional attitude</li> <li>• Accurate record and charting skills</li> <li>• Basic reception skills</li> <li>• Ability to analyze and solve problems</li> <li>• Basic Word and Excel necessary, power point desired</li> <li>• Ability to compose, proofread and edit correspondence</li> <li>• Medical/Health background necessary</li> </ul>

QUALIFICATIONS
<ul style="list-style-type: none"> <li>• Has a personal relationship with Jesus Christ and a demonstrated commitment to the doctrinal position of TMU&amp;S and a continuous exhibition of a desire to minister and serve others in varied capacities.</li> <li>• Experience: 1+ years in the medical field or medical office preferred</li> <li>• Education: Current certification is in active status</li> <li>• Demonstrated ability to establish and maintain effective working relationships with staff, faculty, vendors, students, &amp;/or community members of diverse academic, socio-economic, cultural, &amp; ethnic backgrounds.</li> <li>• Have computer proficiency.</li> <li>• Basic mathematics and accounting knowledge is a plus.</li> <li>• Excellent oral and written command of the English language is required.</li> <li>• Ability to compose proofread and edit correspondence.</li> <li>• Possess excellent organizational skills.</li> <li>• Exercise confidentiality, good judgment and discernment.</li> </ul>

- Multitasked in an environment with many distractions is a must.
- Reading and comprehending correspondence is imperative.
- Must successfully pass a background investigation.

### WORKING CONDITIONS

- Working Environment: Mostly indoors in a typical office environment, with an occasional need to visit other areas on campus.
- Physical Demands: Must be able to lift, pull, push, grasp and bend while lifting up to 50lbs.
- Repetitive motions on a keyboard and looking at a computer monitor for an extended duration of time is required.
- Travel: No travel is necessary.

### ADDITIONAL INFORMATION

#### **Minimum Conditions for Beginning Employment:**

Prior to beginning employment, in accordance with The Master's University policy and/or under federal or state law, all employees must:

1. Sign and return an offer of "At Will" employment.
2. Present verification of their identity and authorization to work in the United States.

***If, because of a disability, you need special services or facilities in order to apply or interview for this opening please contact the Human Resources department.***

*The Master's University & Seminary does not discriminate based on race, color, national origin, ancestry, gender, age, marital status, veteran status or prior military service, medical condition, or any physical or mental disability. We are committed to practicing principles of equal employment opportunity and diversity based upon sovereign Biblical principles.*

### APPLICATION PROCESS

To be considered for a position, a completed Application for Employment must be submitted to the Human Resources office. The application may be picked up in person in the HR office or is available to be downloaded as a PDF from the web at <http://www.masters.edu/employment>. Your completed application may be dropped off in person, sent via fax (661.362.2717), email ([humanresources@masters.edu](mailto:humanresources@masters.edu)) or regular mail (21726 Placerita Cyn Rd Box 41, Santa Clarita CA 91321).

#### **Selection Process:**

All applications are reviewed by the Human Resources department and where appropriate are forwarded for further consideration. Selected candidates will be invited for a personal interview at The Master's University. Any expense incurred in connection with these interviews will be the responsibility of the candidates.

#### **Application Procedures:**

All documents included in your application remain the sole property of The Master's University & Seminary and will not be returned. Your file for this opening will not be considered unless all requested items are submitted and are complete.