

Medical Assistant
University at Buffalo, The State University of New York

Direct Link: <https://www.AcademicKeys.com/r?job=124237>

Downloaded On: Jul. 19, 2019 4:51pm

Posted Jun. 10, 2019, set to expire Oct. 10, 2019

Job Title	Medical Assistant
Department	Health Services
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Jun. 10, 2019
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Medicine/Laboratory Medicine
Job Website	http://www.ubjobs.buffalo.edu/postings/20117

Apply By Email

Job Description

This position will be expected to perform clinical, laboratory and clerical support activities at the University's Student Health Services. In this position, you will:

- perform standardized laboratory testing and phlebotomy
- perform routine clerical activities such as patient reception, answering phones, scheduling appointments, managing patient records, and producing reports.

This position is part of a team that is needed to provide care and maintain an atmosphere conducive to treatment of patients at a student health center on a large university campus. All medical and/or patient information must be handled in a confidential and professional manner.

About UB

The University at Buffalo is SUNY's most comprehensive public research university, and an outstanding place to work. UB amplifies ambition for faculty and staff by offering endless possibilities to

Medical Assistant
University at Buffalo, The State University of New York

Direct Link: <https://www.AcademicKeys.com/r?job=124237>

Downloaded On: Jul. 19, 2019 4:51pm

Posted Jun. 10, 2019, set to expire Oct. 10, 2019

achieve more. Here, people from all backgrounds and cultures challenge and inspire each other to discover, learn and succeed. Dedicated staff and engaged faculty collaborate to further knowledge and understanding, and develop tenacious graduates who are valued for their talents and their impact on global society. Visit our website to learn more about the <http://buffalo.edu/University> at Buffalo.

Outstanding Benefits

Working at UB comes with benefits that exceed salary alone. There are personal rewards including comprehensive health and retirement plan options. We also focus on creating and sustaining a healthy mix of work, personal and academic pursuit - all in an effort to support your work-life effectiveness. Visit our benefits website to learn about our <http://www.buffalo.edu/administrative-services/for-faculty-staff/benefits/state/csea.html> benefit packages.

University at Buffalo is an affirmative action/equal opportunity employer and, in keeping with our commitment, welcomes all to apply including veterans and individuals with disabilities.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

,