



HUMBOLDT STATE UNIVERSITY



Medical Assistant (Pool)

Review (Revised): October 31, 2017

(Job #17-71) Medical Assistant, Medical Assistant (Pool), \$14.99-\$25.96/hour. Appointments are typically made at the beginning of the salary range. This is a temporary, intermittent hourly position during the academic year from August through early June in Student Health & Wellness Services.

The purpose of Student Health and Wellness Services at Humboldt State is to help students achieve and maintain academic success and lifelong health and well-being by providing timely and appropriate primary and acute health care, disease and injury prevention education, professional outreach, referrals, educational services and campus consultations. A dynamic and mission-focused team, staff generally report enjoying their work together and find helping our students especially meaningful. Located where the redwood forest meets the ocean in beautiful Humboldt County, HSU is the northern-most campus in the California State system.

DUTIES: Under oversight of medical professional staff, the Medical Assistant performs a wide variety of clinical assisting and clerical duties in one or more departments of the Student Health Center. Duties include: assist in the coordination of patient flow, check-in and escort patients to appropriate clinical areas; instruct patients regarding correct preparation for examinations or treatments; collect, record and monitor patient data and routine measurements, such as height, weight, and vital signs. Assist clinicians in delivery of health services such as examinations, clinical procedures and treatments; ensure clinic areas are stocked, organized, cleaned and disinfected as necessary. Order supplies as needed. Prepare examination and treatment rooms, including changing linens, setting up treatment trays, sterilizing and setting up instruments and equipment required by clinician. Schedule follow-up appointments for patients, retrieve and deliver medical records to clinicians, process and file documents. Administer injections with appropriate training, certification and proficiency. Perform other standard services, such as immunizations, TB tests, wound care, electrocardiograms, peak flow testing, removal of sutures and bandages, removal of splints, applying orthopedic devices, and ear lavage.

MINIMUM REQUIREMENTS: Education & Experience:

- High school diploma or equivalent
- A minimum of one year of employment as a medical assistant performing a similar range of duties to those described above is preferred

KNOWLEDGE, ABILITIES & SKILLS: Working knowledge of typical clinic operations and organization ranging from reception and scheduling to health care delivery; knowledge of aseptic techniques; ability to learn new clinical assistance methods and techniques; working knowledge and understanding of basic medical terminology; working knowledge of the uses, application and proper operation of various medical supplies and equipment; basic knowledge of anatomy and physiology appropriate to the duties assigned; understand the potential hazards or complications resulting from administering medications and know how to initiate emergency procedures; ability to demonstrate the proper techniques in administering medications including intramuscular, intradermal, or subcutaneous methods and by inhalation; ability to follow instructions and to ensure that patient confidentiality, privacy and safety are maintained; ability to enter and maintain patient data in an automated system; ability to multi-task; proven ability to maintain dependable work habits; effective working relationships with staff, and ability to communicate sensitively and capably with a diverse patient population.

PREFERRED QUALIFICATIONS: At least one year recent work experience in a medical clinic (in the last three years). A certificate of completion from an accredited and approved medical assisting program through the Department of Education or Bureau for Private Postsecondary Education within the Department of Consumer Affairs. The supervising CSU physician must verify competencies.

(Continued on reverse)

APPLICATION PROCEDURE: Please note that Humboldt State University now requires application materials to be submitted electronically. If assistance is needed, the Human Resources & Academic Personnel Services office (located in Siemens Hall room 212) has a computer station available and our front office team would be happy to assist you. Qualified applicants should submit electronically the following materials:

- Letter of Interest;
- [HSU Employment Application](#);
- Resume or Curriculum Vitae;
- Contact information for at least three professional references

Submission of the application materials should be sent as email attachments to careers@humboldt.edu.

Please include your last name and the job # (17-71) in the subject line of the email.

APPLICATION DEADLINE: This position is open until filled. The next review of applications will be Tuesday, October 31, 2017.

HSU is committed to enriching its educational environment and its culture through the diversity of its staff, faculty, and administration. Persons with interest and experience in helping organizations set and achieve goals relative to diversity and inclusion are especially encouraged to apply.

It is the responsibility of the applicant to provide complete and accurate employment information. Incorrect or improperly completed applications will not be considered for vacancies. Any reference in this announcement to required periods of experience or education is full-time activity. Part-time experience or education—or activities only part of which are qualifying—will receive proportionate credit. In accordance with applicable Collective Bargaining Agreements, preference may be given to the campus applicants covered by these agreements. However, positions are open to all interested applicants, both on and off campus.

Class Code: 8148

Evidence of required degree(s), certification(s), or license(s) will be required prior to the appointment date. A background check (including a criminal records check, employment verification, and education verification) must be completed satisfactorily before any candidate can be offered a position with the CSU. Certain positions may also require a credit check, motor vehicle report, and/or fingerprinting through Live Scan service. Adverse findings from a background check may affect the application status of applicants or continued employment of current CSU employees who apply for the position.

Publication Date: July 18, 2017

Humboldt State University is committed to achieving the goals of equal opportunity and endeavors to employ faculty and staff of the highest quality reflecting the ethnic and cultural diversity of the state. Additional information about Humboldt State University can be found at www.humboldt.edu.

Humboldt State University is a Title IX/Affirmative Action/Equal Opportunity Employer. We consider qualified applicants for employment without regard to race, religion, color, national origin, ancestry, age, sex, gender, gender identity, gender expression, sexual orientation, genetic information, medical condition, disability, marital status, protected veteran status, or any other legally protected status.

The person holding this position is considered a 'mandated reporter' under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.



Humboldt State University is part of the 23-campus California State University system. The University has a comprehensive arts and sciences curriculum, which is recognized nationally for its high academic quality. Founded in 1913, HSU is one of the premier, public institutions in the western United States; it is a rural and residential campus with an enrollment of approximately 8,000 students. The main campus is located in Arcata, California, in the northwestern part of the state along the coast, and situated among redwood trees in an area that offers unmatched scenic beauty, moderate climate and opportunities for outdoor activities. The surrounding Humboldt County locale has a population of 130,000. The community offers an excellent range of businesses, services and cultural activities/performances. The local schools are ranked in the top performance percentiles, both nationally and in the state.