

DEPARTMENT: Health Education/Health Professions

JOB TITLE: Work Study - Medical Assisting

SUPERVISOR: Laura McClain, AS, RN, AAS, CMA (AAMA)
Fulp 209
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DUTIES:

Student will assist Medical Assisting Program Director and/or program lecturer with administrative and/or clinical lab duties as needed and within the scope/parameter necessary as a work study on the campus of Tri-County Technical College. Students may work to assist other health professions program directors and staff as needed to complete work study hours (Expanded Duty Dental Assisting, Surgical Technology, Medical Laboratory Technology, Emergency Medical Technology, Pre-Pharmacy). If needed, communication will be made with the student to see if there is interest in the optional hours, and if so, the program director will reach out to the other health professions program directors for needs.

QUALIFICATIONS:

Ideal candidates for this job will be dependable and responsible, have the ability communicate effectively and work independently when necessary, effectively use Microsoft Office applications, and agree to adhere to confidentiality as required by FERPA. Due to the nature of the program, current health education majors are not eligible as candidates for this position.

SCHEDULE:

Negotiable and dependent upon student's class schedule and program director's needs.

HOURS PER WEEK: 2-8 hours per week, dependent upon student's class schedule and program director's needs. More hours will be accrued if used in other health professions areas.

PAY INFORMATION: \$10 per hours

Location: Pendleton Campus