

## Medical Assistant II, Student Health, University of Iowa

Student Health at the University of Iowa is seeking a Medical Assistant II. Under direct supervision of the registered nurse, physician, or physician extender, this position will perform technical patient care and related clerical functions that facilitate the operations of providing care for college students in the ambulatory care setting of the Student Health Clinic. Following training and under general supervision, this position will perform all authorized moderately complex laboratory procedures, including specimen processing, test performance, reporting test results, and other duties related to the function of the laboratory at Student Health.

**Schedule:** Monday through Friday 8:00AM – 5:00PM

**Location:** Student Health Clinic in the Westlawn Building on the University of Iowa Campus.

For more information about this position, please email Melanie Bell at [melanie-bell@uiowa.edu](mailto:melanie-bell@uiowa.edu)

### About the Student Health:

[Student Health](#), as part of the Division of Student Life, provides a wide range of healthcare services to registered UI Students. Accredited by the Association for Ambulatory Health Care, Inc., our mission is to deliver quality healthcare to enhance success and learning for all University of Iowa students.

### About the Division of Student Life:

[The Division of Student Life](#) is comprised of staff that embrace new ideas and thoughts, works together to keep our students safe, and provides them with life-changing experiences. The Division of Student Life includes 14 departments that span from Recreation Services to the office of Leadership, Service and Civic Engagement and everything in between. We believe in working together as one team to achieve our mission: fostering student success by creating and promoting inclusive educationally purposeful services and activities within and beyond the classroom. One of our division priorities is to advance UI's goals to recruit and retain U.S. racial/ethnic minority (URM) staff and students.

### Qualifications:

#### Minimum Eligibility Requirements:

- Certification or registration as a Medical Assistant or completion of a recognized one year Medical Assistant Program  
OR  
Completion of a health care profession program with a curriculum incorporating elements of a Medical Assistant program, including but not limited to: pathophysiology, medical terminology, basic pharmacology and medication administration including dose calculation, and psychology.

#### Desirable Qualifications:

- One year experience working with college health population.
- One year experience working in an ambulatory clinic as a Medical Assistant.
- One year experience scheduling medical appointments.
- Experience with electronic medical record system.
- Experience with UI policies and procedures.
- Experience organizing and prioritizing multiple tasks.
- Proficiency with computer software programs (i.e. Microsoft Office Suite.)

### Application Details:

- **All applicants must apply online via the following website in order to be considered:**  
<http://p.rfer.us/UIOWA4UY97F>
- Applicants may upload a resume and cover letter and mark them as a "Relevant File" to the submission for consideration.

Job openings are posted for a minimum of 10 calendar days and may be removed from posting and filled any time after the original posting period has ended. Successful candidates will be subject to a criminal background check. Up to 5 professional references will be requested at a later step in the recruitment process.