



## **Certified Medical Assistant Job Posting**

Des Moines University is seeking a qualified Certified Medical Assistant (CMA) to provide medical assistance to ill, injured, convalescent, and disabled persons in a clinic setting, by performing the following duties. This position will begin working mainly at the front desk and will move to full time back office with minimal work at the front desk

### **Qualifications:**

- Graduate from an accredited medical assistant program required plus current certification (or have certification pending).
- Previous clinical experience is a plus, but not required.
- Certification as a medical assistant required.
- Excellent interpersonal and customer-service skills required.
- Strong communication skills, both verbal and written; Able to communicate effectively and efficiently in manner appropriate for intended audience;
- Demonstrates time management and organizational skills with attention to detail.
- Good typing skills.
- Basic PC knowledge and skills, including knowledge of Outlook email and calendars and access to Web-based programs.
- Able to handle confidential information professionally and ethically.
- Commitment to diversity and inclusivity.

### **About DMU:**

Our employees are what make DMU special, so we treat them well. Qualified faculty and staff enjoy a generous retirement match, flexible work arrangements, professional development funding, tuition assistance, access to wellness facilities and programs and so much more. Visit [dmu.edu/employment](https://dmu.edu/employment) to learn more about our benefits.

Founded in 1898, Des Moines University is a premier medical and health sciences institution comprising of three colleges— College of Osteopathic Medicine, College of Podiatric Medicine and Surgery, and College of Health Sciences – that offer nine graduate degree programs. The programs share a collective strength — an inclusive campus community where students and faculty come together in pursuit of knowledge, research and innovation. Join us as we impact the future of medicine and healthcare in our new state of the art campus opening in West Des Moines in 2023.

### **Required Documents:**

Resume, cover letter, and contact information for three professional references required at time of online submission. Apply at: <https://www.dmu.edu/employment/>

**Department:** Foot and Ankle Clinic

**Status:** Non-Exempt

**Work Schedule:** M-F 8-5:00 PM

**Pay Rate:** \$25.76

Des Moines University is an equal opportunity employer. We evaluate qualified applicants without regard to race, color, national origin, ethnicity, creed, religion, age, disability, sex, gender, gender identity, sexual orientation, pregnancy, veteran status, genetic information and other characteristics protected by law ("protected class"). Applications from candidates from underrepresented groups are encouraged to apply.