

Certified Medical Assistant (part time and full time position)

Des Moines University is currently accepting applications for a part time (20 hours/week) and full time Certified Medical Assistant position. In this position, CMA's will perform a variety of direct and indirect patient care duties within the OMM clinic.

Founded in 1898 in Iowa's capital city, DMU is a graduate medicine and health sciences university comprising three colleges – College of Osteopathic Medicine, College of Podiatric Medicine and Surgery and College of Health Sciences – that offer eight graduate degree programs. DMU combines the top advantages in medical education available today: an expert faculty, a rigorous and relevant curriculum, state-of-the-art facilities, a dynamic and diverse research environment, and a supportive, inclusive community of students and faculty active in learning and service. By consistently producing outstanding graduates who excel in their careers, DMU maintains one of the strongest reputations in the sphere of American medical education.

Qualifications include:

- Graduate from a recognized medical assistant or nursing program, plus current license/certification (or have license/certification pending).
- Excellent oral and written communication skills.
- Good typing and 10-key skills.
- Proficient with computers.
- Knowledge of medical terminology required.
- Ability to work with a diverse population and provide excellent customer service to all.
- Must be detail-oriented.
- Able to handle confidential information professionally and ethically.
- Able to perform under stress when confronted with critical or unusual situations.
- Able to perform a variety of duties, often changing from one task to another of a different nature without loss of efficiency or composure.
- Ability to work independently with minimal supervision.
- Commitment to diversity and inclusivity.

For complete job description, benefit summary, or to apply visit www.dmu.edu/employment. Please submit resume, cover letter to include reasons for interest in the position, and contact information for three professional references at time of online submission. Resume review and/or interview scheduling will commence immediately and continue until position is filled.

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.