Job Description Form

Job Title: Student Health Services Front Desk Assistant
Department: Student Health Services
Supervisor Name: Sabrena Spearman
Supervisor Email: sabrena.spearman@furman.edu
Start Date: August 28, 2017
End Date: April 27, 2017

Qualifications:

Excellent verbal and written communication skills, as well as interpersonal and computer skills.

Brief Description of Position:
Assist Office Coordinator/Billing Manager with student check in for both appointments and walk-ins. Student worker will scan medical documents into electronic medical records. Help with inputting charges and assist with mailing invoices to students mailboxes. Accept payments by cash, check, or credit/debit cards. Must be comfortable communicating with parents, students, and the public via the telephone and in person. On the job training provided. Flexible schedule Monday through Friday, however, three hour increments preferred such as 9 am to 12 noon or 1:30 to 4:30 pm 2-3 days per week.

When/how will employee be evaluated? (example: performance review each semester):

Ongoing evaluation and training throughout the Fall and Spring Semesters