Job Description

POSITION: Temporary Project Staff
SUPERVISOR(S): Clinic and Retail Business Director, Laura Coffey (lcoffey@aoma.edu)
SUPERVISES: N/A

GENERAL DESCRIPTION:
- Part-time position (8+- hrs/wk) responsible for providing support to the Clinic and Retail Business Director. These hours can be worked on a flexible schedule most hours at the AOMA north clinic location.

DUTIES:
- Archive out of date clinic patient files
- Data entry of patient information into QuickBooks & excel
- Email patients using Outlook
- Scanning insurance records

MINIMUM QUALIFICATIONS:
- Must be currently enrolled student at AOMA, in good academic and financial standing, and eligible for Federal Work Study
- Ability to read and enter data accurately
- Working knowledge of Microsoft Excel
- Attention to detail essential

PHYSICAL REQUIREMENTS
- Communicates, detects, converses with, discerns, conveys, expresses oneself, discusses and exchanges information
- Determines, distinguishes, identifies, recognizes, perceives, estimates, judges, inspects, compares, observes, assesses.