

Work Study Job Description

Job Title	Student Office Assistant
Department Name	Oral and Maxillofacial Pathology Services
Job Location	Health Sciences Building, SoD
Pay Rate	\$9.19 - \$12.00
Employment Period	Academic Year
Hours Per Week	19 hrs/wk
Contact Supervisor	Joel Cooley
Phone Number	206-543-4440
Email Address	cooljo@uw.edu
Website	
Box Number	357134

Nature of Organization

Oral and Maxillofacial Surgery is the dental specialty which focuses upon the diagnosis, surgical treatment, and management of diseases and disorders; trauma and defects; benign and malignant pathology; infection; and esthetic aspects of the face

Duties and Responsibilities

Perform specialized office support tasks in support of program activity, such as, answering telephones, filing, coping, and faxing documents, inputting patient billing and medical information into custom databases, assembling biopsy kits to referring doctors, investigate and update patient addresses, maintain collection records, distribute monthly statements and assist staff with any related duties as required.

Minimum Qualifications

Ability to handle multiple tasks at a time
Independently prioritize work
Demonstrate skills in customer service
Excellent organizational skills
Knowledge with computers and databases

Educational Benefits

Acquire an understanding in how billing office operates
Exposure to the Pathology Specimen Lab Processing
Gain experience in a Medical Center Setting
Learn medical and dental terminology

How to Apply

Contact Joel Cooley, cooljo@uw.edu

Job Number: ORMP01 | Job Class: 0875 | Category: Office & Administrative | 51% Comp. To Classified: y |
Program: Federal