

VERMONT TECH

July 27, 2016

POSITION ANNOUNCEMENT

- Position: Staff Assistant, Dental Hygiene Clinic
Part-time, not to exceed 28 hours per week, 9 months)
Non-Exempt, VSC Grade 9, VSCSF Bargaining Unit
- Location: Dental Hygiene Clinic, Williston campus.
- Compensation: \$13.56 /hr.; not to exceed 28 hours per week. Nine (9) months (August 15, 2016 – May, 2017.) Pro-rated leave time and shift differential, if applicable.
- Responsibilities: Coordinate and carryout a variety of assisting duties and key administrative support functions for the Vermont Tech Dental Hygiene Clinic, with a principal focus on key office reception functions, as well as basic and specialized office/clinic support functions.
- Prepare and submit Medicaid insurance claims.
 - Perform key reception functions including but not limited to: answering phones and greeting visitors to the office/clinic; screen calls and visitors to determine nature of request or problem; refer to appropriate staff member or College office; take messages; make appointments, take standard information for billing, distribution of a variety of written information; collect and record payments, make appointments, answer questions about department/college policies, procedures, fees, schedules, events, services and programs.
 - Perform routine bookkeeping tasks using Eaglesoft software program.
 - Sort and distribute incoming mail. Prepare outgoing mail.
 - Computer data entry and basic data retrieval tasks form screening/sorting/coding, etc.

- Work outside of normal business hours may be expected.

Qualifications:

Associates degree in an appropriate discipline plus 3-4 years of relevant and administrative experience, or a combination of education & experience from which comparable knowledge and skills are required.

- Good planning, administrative and organizational skills; research, writing and math skills.
- Previous experience in organizing and maintaining moderately complex filing and recordkeeping system, including some experience with computerized information systems.
- Good general understanding of higher education organizational structure and administrative operations.
- Ability to deal effectively with a wide variety of individuals inside and outside of the College.
- Basic computer skills, filing, reception and general office reception abilities. Good basic reading, spelling and math skills essential.
- Ability to deal with students, faculty staff, and/or patients of the Clinic in a courteous and efficient manner.
- Valid driver's license required.

Starting Date:

On or before August 15, 2016

Application
Deadline:

Applications will be screened and accepted until the position is filled. Applications received after the first screening will be considered at the discretion of the College. **Incomplete application materials will not be accepted.**

To Apply:

Submit a **mandatory** Vermont Tech employment application, with resume and cover letter to: jobs@vtc.edu. Employment application is available on the VTC website: www.vtc.edu.

NOTE: All full-time and some part time positions are subject to a criminal background check. Any offer of employment is contingent upon the satisfactory results of this check.