

Job Opening
Rensselaer Polytechnic Institute Student Health Center
Medical Assistant/Certified Nursing Assistant

The **Medical Assistant/Certified Nursing Assistant** is responsible for facilitating the organization and operation of the outpatient program at the Student Health Center to include; initial contact, obtaining vital signs and coordinating patient flow. To meet the mission of the Student Health Center, this professional will provide students with quality health care so as to ensure that their experience at Rensselaer is optimal.

Minimum Qualifications

- HS Diploma or GED or 4 additional years of directly related experience.
- Three (3) or more years of applicable experience required.
- Relevant combination of education, training and experience.

Additional Required Qualifications

- Three (3) years experience in an outpatient setting, preferably college health, family practice or emergency medicine.

Preferred Qualifications

- Current BLS certification and/or Certification in College Health is highly desirable.

Minimum Knowledge, Skills, and Abilities

- Demonstrate proficiency with word processing, spreadsheet and standard software and applications.
- Ability to perform transactional financial functions.
- Ability to compose routine correspondence and reports.
- Excellent interpersonal skills.
- Requires good problem solving skills involving multiple variables in standard situations.
- Requires excellent interpersonal, communication and organizational skills.
- Ability and knowledge of field specific operational/administrative functions.
- Strong attention to detail.

Additional Required Knowledge, Skills, and Abilities

- Ability to perform triage and appropriately determining urgency of appointment.
- Knowledge of immunization requirements using New York State and Rensselaer mandated guidelines.
- Ability to demonstrate competence in use of the following: Oxymetry, Vision Screen, Nebulizer.
- Ability to perform lab testing and maintain quality controls.
- Demonstrates understanding of specimen collection and handling.

To apply please visit: <http://hr.rpi.edu/>