

**NOTICE OF OPEN POSITION**

TITLE: Medical Assistant  
DEPARTMENT: Float Pool Position  
SALARY GRADE: 11  
PERCENT TIME: 100%

POSITION SUMMARY:

Provides support for a variety of our Medical Clinic operations with identified staffing needs, including Family Practice, OB-Gyn and Pediatrics. Primary duties include preparing patients for medical exam - height, weight, blood pressure, and other necessary vitals; document necessary information for appointment. Assist physicians with exam or procedures when necessary. Assist patients with medical questions over the phone.

QUALIFICATIONS:

Civil Service Requirements:

Graduation from an accredited Medical Assistant program, OR

One year of Medical Assistant work experience and/or training which provided a knowledge of clinical procedures and training in vital signs and patient prep for exams, sterilization and maintenance of instruments and equipment, and assisting with examinations and minor surgical procedures

Department Requirements:

Prefer clinical experience. Requires strong working knowledge of physician scheduling. Ability to maintain strict confidentiality and work in a fast-paced office environment. Exhibit excellent communication skills. Word processing/computer skills. Bilingual skills in Spanish and English is a plus.

For additional information, you may review the specific Civil Service specifications at:  
<http://www.sucss.state.il.us/documents/ClassSpecs/htm/SPEC4547.htm>

Individuals interested in this position should apply on-line at [jobs.uic.edu](http://jobs.uic.edu). Additional questions may be directed to Human Resources at 815-395-5862.

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