



HUMBOLDT STATE UNIVERSITY



Medical Assistant (Pool position)

Review Date: July 2, 2010

(Job #10-29) Medical Assistant, \$14.80/hour. The Student Health Center is updating its pool of "on call" employees for the position of Medical Assistant. Effective dates: August 2010-May 2012.

Position Summary: Duties include directing patients, preparing patients for examinations/treatments, monitoring patient data, assisting clinicians, stocking supplies. With appropriate training/certification, Medical Assistant may administer injections and/or perform standard medical procedures. Other duties as assigned.

Minimum Qualifications: One year of experience as a medical assistant. Applicants must possess ability to understand medical assisting terminology and to fulfill written and oral instructions accurately.

Application Procedure: Applicants should submit a letter of interest, an HSU application, resume and contact information for three professional references to Human Resources, 1 Harpst Street, Arcata, CA 95521-8299.

Application Deadline: Position open until filled. First review of application materials will be Friday, July 2, 2010 at 5:00 p.m.

Human Resources
Siemens Hall - Room 211
Arcata, CA 95521-8299
(707) 826-3626 Voice & TDD
Fax: (707) 826-3625

www.humboldt.edu/hsuhr/vacancies.html

Email: hsuhr@humboldt.edu

It is the responsibility of the applicant to provide complete and accurate employment information. Incorrect or improperly completed applications will not be considered for vacancies. Any reference in this announcement to required periods of experience or education is full-time activity. Part-time experience or education--or activities only part of which are qualifying--will receive proportionate credit. In accordance with applicable Collective Bargaining Agreements, preference may be given to the campus applicants covered by these agreements. However, positions are open to all interested applicants, both on and off campus.

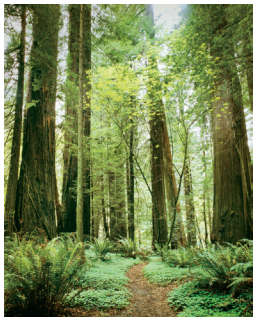
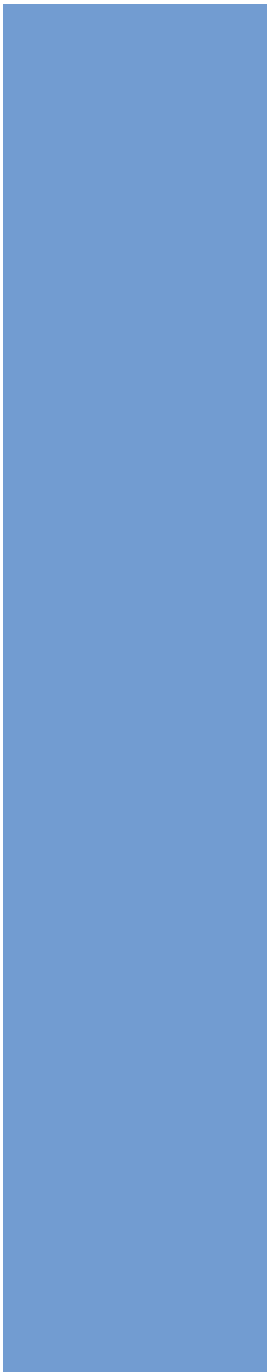
Class Code: 8148

Evidence of required degree(s), certification(s), or license(s) will be required prior to the appointment date. The successful candidate for a position at HSU is required to be fingerprinted through the Humboldt State University Police Department or their local law enforcement agency. The results of the fingerprint process must be received by the university prior to the candidate's appointment. The cost of the fingerprinting is borne by the university.

Humboldt State University is committed to achieving the goals of equal opportunity and endeavors to employ faculty and staff of the highest quality reflecting the ethnic and cultural diversity of the state. Additional information about Humboldt State University can be found at www.humboldt.edu.

Humboldt State University is an Equal Opportunity/Title IX/ADA Employer. Applications from and nominations of qualified women, minority candidates, covered veterans and disabled persons are particularly encouraged. Humboldt State University hires only individuals authorized to work in the United States.

Publication Date: June 9, 2010



Humboldt State University is part of the 23-campus California State University system. The University has a comprehensive arts and sciences curriculum, which is recognized nationally for its high academic quality. Founded in 1913, HSU is one of the premier, public institutions in the western United States; it is a rural and residential campus with an enrollment of approximately 7,500 students. The main campus is located in Arcata, California, in the northwestern part of the state along the coast, and situated among redwood trees in an area that offers unmatched scenic beauty, moderate climate and opportunities for outdoor activities. The surrounding Humboldt County locale has a population of 130,000. The community offers an excellent range of businesses, services and cultural activities/performances. The local schools are ranked in the top performance percentiles, both nationally and in the state.