**University of Wisconsin-Stevens Point**

**Job Opening ID: 16590**

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<th>Internal/External</th>
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<td>Position Title</td>
<td>Temporary Certified Medical Assistant (multiple positions)</td>
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<td>UW System Title and Code*</td>
<td>Medical Assistant 2 (35662)</td>
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**Principal Work Location:** UW-Stevens Point Main Campus, Student Health Services

**Supervisor:** Dr. Helen Luce, Student Health Services Director

**Pay Schedule-range:** 06-11, $14.46, based on qualifications and experience

**Shift:** 7:45am-4:30pm, Monday-Friday. Extended hours may be necessary in the beginning of each semester to interview/schedule/meet with students. Evening, Weekend and Holiday hours will be required.

**Department:** Student Health Services

**Position Summary:**

Multiple positions are available. Best fit will depend on candidate experience and availability/departmental need. Duties performed may include:

- Checking students’ temperature and review for any COVID symptoms
- Collecting nasal specimen
- Operating lab analyzer per protocol under supervision of lab manager
- Notifying students of results of antigen test
- Rotating through for breaks, lunches, assist where needed

**Required Qualifications**

- High school diploma
- Ability to efficiently work in a high demand environment
- Ability to provide culturally responsive care and customer service

**Preferred Qualifications**

- Experiencing providing services like those listed in the position summary
- Certified Medical Assistant or Certified Nursing Assistant credentials

**How to Apply**

Please be sure to complete all required fields and include all required documents before submitting your application. To return to a draft application, click on the “My Activities” link at the top of the screen after logging in. Once you click on Submit Application, you will not be able to edit or attach any application materials. After submitting the application, you will receive an Application Confirmation email from the application system. Refer to the “How to Apply” document for more information.

**Anticipated Appointment Date**

On, or as soon as possible after, September 1, 2020

**Terms of Employment**

This is a temporary University Staff position, non-exempt from the Fair Labor Standards Act. This position is at-will and will work variable hours dependent on need and budget. This position is not inherently

**Deadline**

Continuous recruitment until the needs of the recruitment are met.
Files must be complete to be considered. Submission in PDF format is preferred for all attachments. Please include the following documents:

- Resume
- Contact information for three professional references

Employment will require a criminal background check. It will also require you and your references to answer questions regarding sexual violence and sexual harassment.

For additional information regarding the position, please call or email:
Kelly Michalski, Search and Screen Committee
Email: kmichals@uwsp.edu
Phone: 715-346-4306

If you have any questions regarding the application process, need special arrangements, or if you submitted your application with missing materials, please call or email:
Anna Golackson-Timblin
Email: human.resources@uwsp.edu
Phone: 715-346-2606

The University of Wisconsin-Stevens Point is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, sex, sexual orientation, gender identity, age, status as a protected veteran, or status as a qualified individual with a disability. UW-Stevens Point values diversity and inclusion as supported by our mission, “Through the discovery, dissemination and application of knowledge, UW-Stevens Point fosters intellectual growth, provides a broad-based education, models community engagement and prepares students for success in a diverse and sustainable world.”

Individuals with disabilities who need a reasonable accommodation during the application or interview process should contact Human Resources and Affirmative Action at 715-346-2606 or hr@uwsp.edu.

The safety and success of students, faculty, and staff at the University of Wisconsin-Stevens Point is paramount. The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act requires the distribution of an annual security report to all current and prospective students, faculty, and staff. You may obtain the complete report at http://www.uwsp.edu/dos/Pages/Annual-Security-Report.aspx

The University of Wisconsin-Stevens Point will not reveal the identities of applicants who request confidentiality in writing, except the identity of the successful candidate will be released. See Wis. Stat. sec. 19.36(7).

An offer of employment will require a criminal background check and authorization to work within the United States as required by the Immigration Reform and Control Act of 1986.

*The University of Wisconsin System is engaged in a Title and Total Compensation (TTC) project to redesign job titles and compensation structures. As a result of the TTC project, official job titles on current job postings may change in Spring 2020. Job duties and responsibilities will remain the same. For more information please visit: wisconsin.edu/ohrwd/title-and-total-compensation-study/.*