

Client Services Assistant - Switchboard  
Tufts University

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Posted Dec. 24, 2020, set to expire May 8, 2021

**Job Title** Client Services Assistant - Switchboard  
**Department**  
**Institution** Tufts University  
Grafton, Massachusetts

**Date Posted** Dec. 24, 2020

**Application Deadline** Open until filled

**Position Start Date** Available immediately

**Job Categories** Other Administrative Categories

**Academic Field(s)** Health Services  
Administrative Support/Services

**Apply Online Here** <https://tufts.taleo.net/careersection/ext/jobdetail.ftl?job=20001768>

**Apply By Email**

**Job Description**

This is a part time position anticipated to work 24.5 hours per week.

The Henry and Lois Foster Hospital for Small Animals provides 24-hour care for pets 365 days of the year. Since 1979, we have offered high quality medical care, consultation, referral and emergency veterinary services for the care of dogs, cats and exotic pets. The hospital also serves as the primary clinical training environment for the veterinary students, interns and residents.

The Client Services Assistant works as part of an integrated care team to provide high quality administrative support and service to external and internal customers. Responsibilities include receiving and directing incoming calls to the Foster Hospital for Small Animals, Hospital for Large Animals, and the Wildlife Clinic, greeting and registering clients, admitting and discharging patients, scheduling appointments, assisting callers and managing patient records. Specific allocation of responsibilities may change depending upon the needs of the Hospital.



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### **Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

### **Contact**

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