

Certified Medical Assistant (CMA), Office of Student  
Health Services  
Kean University

Direct Link: <https://www.AcademicKeys.com/r?job=236156>

Downloaded On: Jul. 17, 2024 5:18pm

Posted May 15, 2024, set to expire Mar. 27, 2025

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|-----------------------------|---|
| <b>Job Title</b>            | Certified Medical Assistant (CMA), Office of Student Health Services  |
| <b>Department</b>           |   |
| <b>Institution</b>          | Kean University<br>Union, New Jersey  |
| <b>Date Posted</b>          | May 15, 2024  |
| <b>Application Deadline</b> | Open until filled   |
| <b>Position Start Date</b>  | Available immediately   |
| <b>Job Categories</b>       | Classified Staff  |
| <b>Academic Field(s)</b>    | Health Services   |
| <b>Job Website</b>          | <a href="https://kean.wd1.myworkdayjobs.com/en-US/Kean/details/Certified-Medical-Assistant--CMA---Office-of-Student-Health-Services_R2788-1">https://kean.wd1.myworkdayjobs.com/en-US/Kean/details/Certified-Medical-Assistant--CMA---Office-of-Student-Health-Services_R2788-1</a> |

**Apply By Email**

**Job Description**

**External Applicant Instructions**

- Please upload your resume/CV for automatic population of information to your Kean application.
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**Your contact information, work experience and education will be automatically filled in. Please review all fields – you will need to verify that the data is accurate.**

- **In the “My Experience” section, you will find a resume/CV upload option where you can submit your cover letter and any other supporting documents you may wish to submit.**

Office of Student Health Services

**Certified Medical Assistant (CMA)**

Under the direction of the Clinical Director of Student Health Services, the Certified Medical Assistant (Professional Services Specialist 4, Administrative Services) assists in the flow of patients in the health clinic. The CMA monitors patients' arrival and accompanies and assists patients into the exam room in a friendly and professional manner; conducts a focused patient intake including chief complaint, brief medical history and performs vital signs; properly documents patient information in the electronic medical record (EMR); performs various clinical tasks including, but not limited to: assisting providers with clinical procedures, administering vaccinations and performing point-of-care testing; and does related work as required. *This position requires travel and a flexible schedule including evening and weekend hours.*

Qualifications: Bachelor's degree from an accredited college; one (1) year of experience as a Medical Assistant in a clinic/physician's office setting; and AHA Basic Health Care Life Support HCP Certification is required. The following certification is also required: Certified Medical Assistant or Certified Clinical Medical Assistant or Certified Registered Medical Assistant or National Certified Medical Assistant or Clinical Medical Assistant Certificate or Nationally Registered Certified Medical Assistant or Registered Clinical Medical Assistant Specialist. Applicants who do not possess the required education may substitute required work experience on a year-for-year basis. Applicants who possess an Associate's degree may substitute two (2) years of required work experience for two (2) years of education. Graduate of an accredited Medical Assistant program; one year of experience in a higher education setting; and Bilingual is preferred. Candidate must have working knowledge of



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Microsoft Office Suite and Google drive; experience using electronic medical records software; and strong oral and written communication skills.

The selected candidate will be required to pass a four (4) month Working Test Period.

Candidacy review begins immediately and continues until appointment is made. **Please submit your cover letter, resume/CV and contact information for three professional references.** Official transcripts are required prior to the starting date of employment.

New Jersey SAME Program Applicants: If you are applying under the NJ State as a Model Employer of People with Disabilities (SAME) Program, your supporting documents (Schedule A or B Letter) must be submitted along with your resume by the closing date indicated above. For more information on the New Jersey SAME Program, please visit the website at: <https://nj.gov/csc/same/overview/index.shtml>, email: [Same@csc.nj.gov](mailto:Same@csc.nj.gov) or contact our Kean Recruiting Team at [SAME@kean.edu](mailto:SAME@kean.edu).

**Attention current Kean University employees (including part-time Student Assistants, Graduate Assistants, Academic Specialists and Adjuncts): Please apply via the internal career site to ensure consideration as an internal candidate. To apply internally, please log into your Workday account and select the Career icon on your homepage to view available positions.**

### Additional Information

Kean University complies with the [New Jersey First Act](#) (Senate Bill No. 1730, P.L. 2011, Chapter 70). Any individual newly hired by Kean University will be required to abide by this law and establish a principal residence in New Jersey. New employees will have a full 365 days to establish such residence, from the effective date of hire.

In compliance with the Americans with Disabilities Act (ADA), if you have a disability and would like to request an accommodation in order to apply for a position, please refer to Section III.A.



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of our [Reasonable Accommodations Policy & Procedures](#).

### **Diversity & Non-Discrimination Statement**

**Kean University is committed to establishing and maintaining a diverse campus community through inclusive excellence and equal opportunity. Kean's commitment to access and equity is designed to prepare each graduate to not only thrive, but climb higher in a diverse world. As an affirmative action, equal opportunity institution we work to support a campus-wide agenda to foster a community that both values and promotes the diversity and equity of all students, faculty, staff, administrators, and beyond.**

### **EEO/AA Statement**

**Kean University is an Equal Opportunity/Affirmative Action/Veterans/Disability Employer**

### **Contact Information**

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

### **Contact**