

Welcome Center Representative, Clinics  
University at Buffalo, The State University of New York

Direct Link: <https://www.AcademicKeys.com/r?job=243421>

Downloaded On: Aug. 31, 2024 10:13pm

Posted Aug. 20, 2024, set to expire Aug. 4, 2025

<b>Job Title</b>	Welcome Center Representative, Clinics
<b>Department</b>	Clinics
<b>Institution</b>	University at Buffalo, The State University of New York Buffalo, New York
<b>Date Posted</b>	Aug. 20, 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>	Administrative Support/Services
<b>Job Website</b>	<a href="https://www.ubjobs.buffalo.edu/postings/52262">https://www.ubjobs.buffalo.edu/postings/52262</a>

**Apply By Email**

**Job Description**

The UB School of Dental Medicine seeks to hire a full-time Welcome Center Representative to perform the following duties:

- Scheduling
- Patient check-in and check-out
- Payment transactions
- Use electronic health record system per assigned Welcome Center protocols

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The candidate must be an enthusiastic team player with excellent phone and interpersonal communication skills. Candidate must be detail oriented, effective with multi-tasking and time management, and willing to learn new skills.

### **Outstanding Benefits Package**

Working at UBF comes with benefits that exceed salary alone. There are personal rewards including comprehensive health and retirement plan options. We also focus on creating and sustaining a healthy mix of work, personal and academic pursuit - all in an effort to support your work-life effectiveness.

Visit our UBF benefits website to learn about our [benefit packages](#).

### **About The University at Buffalo**

The University at Buffalo (UB) #ubuffalo is one of America's leading public research universities and a flagship of the State University of New York system, recognized for our excellence and our impact. UB is a premier, research-intensive public university dedicated to academic excellence. Our research, creative activity and people positively impact the world. Like the city we call home, UB is distinguished by a culture of resilient optimism, resourceful thinking and pragmatic dreaming that enables us to reach others every day. Visit our website to learn more about the [University at Buffalo](#).

University at Buffalo is an affirmative action/equal opportunity employer and, in keeping with our commitment, welcomes all to apply including veterans and individuals with disabilities.

### **Contact Information**

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

### **Contact**