

Medical Assistant (NY HELPS), Health Services  
University at Buffalo

Direct Link: <https://www.AcademicKeys.com/r?job=254159>

Downloaded On: Mar. 10, 2025 5:19am

Posted Mar. 6, 2025, set to expire Jul. 3, 2025

<b>Job Title</b>	Medical Assistant (NY HELPS), Health Services
<b>Department</b>	
<b>Institution</b>	University at Buffalo Buffalo, New York
<b>Date Posted</b>	Mar. 6, 2025
<b>Application Deadline</b>	12/05/2025
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Health Services
<b>Apply Online Here</b>	<a href="https://apptrkr.com/6055739">https://apptrkr.com/6055739</a>

**Apply By Email**

**Job Description**

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**Medical Assistant (NY HELPS), Health Services**

**Position Information**

**Position Title:** Medical Assistant (NY HELPS), Health Services

**Department:** Health Services

**Posting Link:** <https://www.ubjobs.buffalo.edu/postings/54459>

**Job Type:** Full-Time

**Posting Detail Information**

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### Position Summary

The Division of [Student Life](#) is inviting applications for the **Medical Assistant** position within Student Health Services. In this role, you will perform clinical, laboratory and clerical support activities.

Your responsibilities include:

- Performing CLIA-waived, point of care laboratory testing and phlebotomy.
- Completing reception and clerical activities in support of patient care.
- Completing the patient rooming process.

Our team recognizes the advantages diverse perspectives and backgrounds bring to the workplace. We are particularly interested in candidates who share this value and will work to achieve the university's goals of inclusive excellence.

### Outstanding Benefits Package

Working at UB 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 [benefits website](#) to learn about our benefit packages.

### About Student Life

As a member of Student Life, you will join service professionals, all driven by one shared set of values designed to help ensure students well-being, create a safe and supportive environment and promote student success. In Student Life, growth is a shared passion. We aim for excellence, thinking big and going bold. We pursue our goals tenaciously while stewarding the student experience. We build communities and advance diversity in all forms. We encourage discovery and celebrate success.

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.

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### Minimum Qualifications

- One year of experience performing clinical and clerical support activities in a health care setting, or completion of a medical assistant program.

### Preferred Qualifications

- One year outpatient office experience (practicums for degree completed included).
- Familiarity with medical terminology.
- Successful experience with an electronic health records system.

### Physical Demands

Ability to transport 20 lbs

### Salary Range

\$39,215

### Special Instructions Summary

#### Is a background check required for this posting?

No

### Contact Information

**Contact's Name:** Paula Taton

**Contact's Pronouns:**

**Contact's Title:** Clinic Manager

**Contact's Email:** pzlatev@buffalo.edu

**Contact's Phone:**

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716-829-3316

**Posting Dates**

**Posted:** 12/05/2024

**Deadline for Applicants:** Open Until Filled

**Date to be filled:** 01/09/2025

**Contact Information**

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

**Contact**

N/A

University at Buffalo

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