

**Medical Assistant (NY HELPS)**  
**University at Buffalo**

Direct Link: <https://www.AcademicKeys.com/r?job=259908>

Downloaded On: Jul. 17, 2025 8:05pm

Posted Jul. 17, 2025, set to expire Aug. 4, 2025

**Job Title** Medical Assistant (NY HELPS)  
**Department** Health Services  
**Institution** University at Buffalo  
Buffalo, New York

**Date Posted** Jul. 17, 2025

**Application Deadline** 07/16/2026  
**Position Start Date** Available immediately

**Job Categories** Professional Staff

**Academic Field(s)** Health Services

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**Job Description**

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**Medical Assistant (NY HELPS)**

**Position Information**

**Position Title:** Medical Assistant (NY HELPS)

**Department:** Health Services

**Posting Link:** <https://www.ubjobs.buffalo.edu/postings/58039>

**Job Type:** Full-Time

**Posting Detail Information**

## Medical Assistant (NY HELPS) University at Buffalo

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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. This position is a non-supervisory role. Medical Assistants are responsible for performing CLIA-waived, point of care laboratory testing and phlebotomy. This role will be responsible for reception and clerical activities in support of patient care and completing the patient rooming process.

Our team strives to achieve personal growth and learning every day, for everyone. We are a community that welcomes and celebrates every student, staff, and guest with all their diverse identities, beliefs, and ways of thinking. 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.

Medical Assistants will perform support activities in both a clinical and clerical manner. This role will assist medical personnel in providing patient care.

### Responsibilities include:

- Prepare patients to see medical personnel
- Record vital patient data
- Perform routine phlebotomy, specimen collection, and specimen processing.
- Routine clerical duties
- Gather & enter data into the electronic health record

### 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.

### Learn more:

- Our [benefits](#), where we prioritize your well-being and success to enhance every aspect of your life.
- Being a part of the [University at Buffalo community](#).

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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.

**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**

- Minimum of one year outpatient office experience
- Practicum for degree completed
- Familiarity with medical terminology
- Experience with an electronic health records system

**Physical Demands**

- Ability to transport 20lbs

**Salary Range**

\$40,391

**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:** 716-829-3316

**Posting Dates**

**Posted:** 07/16/2025

**Deadline for Applicants:** Open Until Filled

**Date to be filled:**

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08/28/2025

**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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