



BIDDING ANNOUNCEMENT | AFSMCE

POSTING DATE	May 13, 2022
APPLICATION DEADLINE	May 19, 2022
CLASS TITLE	Office & Administrative Specialist (OAS)
HOURLY RATE/RANGE	\$16.91 - \$22.15 (58L)
WORK AREA	Health Services
DAYS	Monday - Friday
HOURS	Seasonal Full-Time Academic Year Off Summers (Starting Day after Spring Graduation, Returning with the Start of the Academic Year)
SUPERVISOR	Health Services Director Connie Kamara
POSITION PURPOSE	This position exists to assist in managing the front desk at WSU's Health & Wellness Services. It includes decision making on walk-in patient's scheduling needs and general scheduling of patient appointments for both Health & Wellness Services and Counseling & Wellness. In addition, it provides administrative support to manage provider schedules. This position also obtains insurance information when registering patients. Additional duties include general office practices including filing, copying medical records, ordering supplies as directed, data entry on incoming medical records for immunization compliance, etc.
POSITION MINIMUM QUALIFICATIONS <i>(Expected to have in order to enter job)</i>	<ul style="list-style-type: none"> • Math-Sufficient to add, subtract, multiply and divide when ordering supplies. • Typing Keyboarding(35WPM)-Sufficient to draft correspondence to students regarding appointments and immunization records,

	<ul style="list-style-type: none"> • Data Entry Performance-Sufficient to enter immunization information into ISRS, • English (Speaking and/or Writing and/or Reading Orally) - sufficient to communicate with students and customers of the department via email and in person, • Word Processing-sufficient to draft correspondence for the medical personnel, • Specialized Terminology-sufficient to know and understand medical terminology to communicate with internal and external customer, to interpret what service was performed and how to code it properly for medical records, and • Customer Service Skills-sufficient to serve as the receptionist for the department.
POSITION DESCRIPTION	<p>Copy of the position description is available on the Human Resources Website at: https://www.winona.edu/hr/employmentopportunities.asp</p>
QUESTIONS	<p>Please contact the Supervisor prior to the Application Deadline if you have any questions regarding the duties of this position.</p>
REQUIRED	<p>All bids must be submitted in writing via email to Lisa Zibert at lzibert@winona.edu by 4:00 PM of the Application Deadline. <i>Thank you!</i></p>