POSITION ANNOUNCEMENT

Position: Dental Hygiene Clinic Secretary/Receptionist
Part-time, Non-Exempt, VSC Grade 6, VSCSF Bargaining Unit

Location: Dental Hygiene Clinic, Williston campus.

Compensation: $12.60/hr.; 24 hours per week. Pro-rated leave time.
Nine (9) months: August 17, 2015 – May 20, 2016

Responsibilities: Perform a variety of basic secretarial and clerical duties for the Vermont Tech Dental Hygiene Clinic, with a principal focus on key office reception functions, as well as basic and specialized office/clinic support functions.

- Perform key reception functions, answering phones and greeting visitors to the clinic; refer to appropriate Clinic staff or faculty member; take messages, make appointments for the dental clinic; take standard information for billing, administrative or other purposes; distribute a variety of written information, answer questions about the Dental Hygiene clinic, fees, schedules; assist with completion of forms, etc.
- Produce a variety of written materials.
- Photocopy and scan various materials, collate and distribute as required.
- Maintain various clinic records and files.
- Sort and distribute incoming mail; prepare outgoing mail.
- Perform various clinic technical/clerical tasks such as computer data entry, coding, etc.
- Work outside of normal business hours may be expected.
Qualifications: Associates degree in a secretarial curriculum or high school plus 2-4 years of relevant experience, or a combination of education & experience from which comparable knowledge and skills are required.

- Good basic computer skills, filing, reception and general office reception abilities. Good basic reading, spelling and math skills essential.
- Ability to deal with students, faculty staff, and/or patients of the Clinic in a courteous and efficient manner.
- Valid driver’s license required.

Starting Date: August 17, 2015

Application Deadline: Applications will be accepted until July 22, 2015.

To Apply: Submit a Vermont Tech employment application, with resume and cover letter to: jobs@vtc.edu. Employment application is available on the VTC website: www.vtc.edu.

NOTE: All full-time and some part time positions are subject to a criminal background check. Any offer of employment is contingent upon the satisfactory results of this check.