

STAFF QUALIFICATIONS AND RESPONSIBILITIES

Position Title

CENTER CLERK (Work study position - Student Clerk)

Qualifications

Meets requirement for University Work-Study program.

Experience: Filing, typing, computer and receptionist experience desirable.

Responsibilities

Receives calls; completes clinical correspondence; schedules diagnostic and other appointments; assists with paperwork for fee collection; prepares and posts schedules for client observation; handles Center filing, Master Schedule list and diagnostic report processing.

Line of Responsibility: Direct line to Department Secretary, Center Director, Department Chairperson.

Note: The Department Secretary assists with answering the Center's telephones; coordinates the clerical staff; assists in distributing work and in monitoring its completion, when feasible. When the Department Secretary is not available to distribute work, clerks should contact the Center Director or the Department Chairperson for assignments.