**Veterinary Medical Teaching Hospital**

 **Student Employment Position Description**

**Employee Details:**

Name:

Position Title: Student Assistant

Service Area: Hospital Administration

Supervisor: Sandra Jimenez

**General Summary:**

Provide support for the Business Office and Accounting departments of the VMTH Administration office. This is a security sensitive position: Therefore, a criminal background check will be performed on the final candidate.

**Qualifications and Experience:**

Business computer skills: proficient in Microsoft Excel and Word. Must currently be enrolled at Texas A&M University.

**Required special knowledge, abilities, and skills:**

Excellent organizational, technical, and communication skills with proven ability to work independently, as well as part of a team, anticipate needs and meet deadlines. Must be punctual and dependable. Must be able to work during summer semester. Ability to multi-task and work cooperatively with others. TAMU Parking hangtag required or you will need to find an alternate method of getting to work; i.e., walking, taking the bus, riding a bike, etc. No inhibiting allergies to animals or dust.

**Machines or Equipment Used:**

Computer, copier, scanner, telephone, adding machine

**Job Duties:**

Business Office Coverage: 65%

Answering phone calls and reviewing supplemental invoices for accuracy

Monthly Tasks: 10%

Assisting with collection efforts, sending out statements and bad credit letters

Back-up for Business Associate: 20%

Will be the back-up for the daily deposits and the working funds, and completing IDT and ACH Requests

Other Duties as required 5%

**Learning Outcomes:**

Critical Thinking/Problem Solving

Apply problem solving skills to effectively manage difficult situations

Evaluate, analyze and integrate information from a variety of sources

Interpret information effectively relative to the problem

Oral/Written Communication

Articulate thoughts clearly and effectively in written and oral form

Demonstrate a mastery of public speaking skills

Write and/or edit business communication materials

Communicate effectively in a professional setting

Listen actively and critically

Teamwork/Collaboration

Participate effectively in teams

Consider different points of view

Work with others to support a shared purpose or goal

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*Date* *Signature of Immediate Supervisor* *Title*

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*Date* *Signature of Employee*