**Veterinary Medical Teaching Hospital**

 **Student Employment Position Description**

**Employee Details:**

Name:

Position Title: Student Assistant

Service Area: Medical Records Department

Supervisor: Loretta Emola

**General Summary:**

Provide support for the Small and Large Animal Medical Records Department of the VMTH.

**Qualifications and Experience:**

General office knowledge. Must currently be enrolled at Texas A&M University.

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

Great organizational and communication skills with the ability to work independently. Maintain accuracy with case numbers when coordinating and filing reports and records. Ability to multitask. No inhibiting allergies to animals or dust.

**Machines or Equipment Used:**

Scanner, computer, copier, fax and telephone

**Job Duties:**

Prepare loose reports. (Place reports in terminal digit order, mount half sheets) 30%

File loose reports in folders on the shelves. 30%

Scan records 20%

Retrieve reports from labs and other required areas of the hospital. 5%

Pull folders from shelves and place in storage boxes. 5%

Assist with answering phone and walk-in requests. Fax information to referring veterinarians, clients and boarding facilities. 5%

Other Duties as assigned. 5%

**Learning Outcomes:**

Evaluate, analyze and integrate information from a variety of sources.

Listen actively and critically

Work with others to support a shared purpose or goal

Demonstrates ability to interact respectfully with all people

Communicate effectively in a professional setting

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

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*Date* *Signature of Employee*