



STUDENT EMPLOYMENT OPPORTUNITY

Job Title: Dental Hygiene Administrative Aid

Rate of Pay: \$7.95

Begin Date: 08/22/11

End Date: 05/11/12

Work Site: Bullhead City Campus, Allied Health Building, 900

Supervisor's Name: Whitney Chairez 704-7797 or wchairez@mohave.edu

Specific duties performed on a regular basis:

1. Answer telephone
2. Schedule appointments
3. Understand procedures performed in clinic
4. General office duties: data entry, filing, photocopying
5. Interact with patients, students and faculty

Skills/Qualifications needed:

1. Customer Service Skills
2. Telephone etiquette
3. Microsoft Office Software knowledge
4. Modern office equipment
5. Patient file alphabetizing

Things your supervisor would like a student employee to understand about working in this department:

Punctuality and attendance are very important. You will be working with patients in a clinic setting, this is much like working in a dental office. It is imperative that you respect the patients' right to confidentiality and present yourself in a professional manner.

20 hour a week position: Hours to be set in August.