



Federal Work-Study Position Vacancy Announcement

Position: Medical Office Assistant

Department: Vidant Duplin Hospital

Contact Name: Sholanda Moore and Nancy Pate

Classification of Employment: Part-Time/Temporary

Salary: \$11.50 per hour

Hours Per Week: 10-15

Term of Employment: Fall and Spring semesters

Duties/Responsibilities:

- Answer phone and nurse call system
- Greet patients, families, and visitors
- Pick up patients from admissions, bring to designated floor
- Transport patient down to their transportation
- Keep supplies stocked
- Take lab specimens to lab
- Monitor patients in waiting room
- Transport patient to their destination

Job Qualifications:

- Must be able to maintain confidentiality
- Must have a pleasant personality and enjoy contact with patients, visitors, and staff
- Must be able to remain calm in times of stress
- Must be able to read, write, hear, and speak clearly/good communication skills

Application Instructions: To apply, visit:

<https://www.schooljobs.com/careers/jamesspruntcc/workstudy/promotionaljobs>

Once your application is completed, email smoore@jamessprunt.edu with the following information: Name, Student ID #, Program of Study, and your desired position.

Each applicant must have a financial need as determined by the Free Application for Federal Student Aid (FAFSA).