



HIGHLANDS CAMPUS

Dr. Catherine P. Cornelius Student Services Complex (Room B111)
600 West College Drive
Avon Park, FL 33825-9356
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E-MAIL: careercenterjobsearch@southflorida.edu

CAREER CENTER CO-OP/INTERNSHIP POSITION OPPORTUNITY ANNOUNCEMENT

Title: Medical Assistant
Position Number: 6 (Fall 2011)
Posting Date: 8-22-11

Application Deadline: Open until filled. **Location:** Sebring, Florida

Salary/Benefits Provided (if any): Unpaid.

Duties and Responsibilities:

- Local physician's office has opportunity for a student interested in work as a medical office support staff or medical assistant.
- Schedule is somewhat flexible; minimum hours are 4 hours/day Monday – Thursday; maximum hours are 8 hours/day Monday – Thursday.

Qualifications and Skills Required:

- Excellent written and oral communication skills. Excellent customer service skills.
- Must work well with office team and staff.
- Requires prior training and/or experience as a medical office assistant.
- Basic data entry and computer skills are needed.

Learning Opportunities:

- Provides an opportunity to practice general medical office skills in a modern physician's office.
- Work as member of a team and practice interpersonal and customer relations skills.

APPLY TO:

Career Center, Bldg. B, RM 111
South Florida Community College
600 W. College Drive
Avon Park, FL 33825

Phone: (863) 784-7411
Fax: (863) 784-7319
Web Page: www.southflorida.edu
E-Mail: Rafattic@southflorida.edu

In order to be referred to a job, applicants must have an updated Career Center application and resume on file. (Free assistance in preparing a resume is available at the SFCC Career Center. Call 863-784-7410 for information.)

Applicants must give permission to release information to prospective employers, which could assist in the hiring process. Information provided is confidential and will only be released to prospective employers.

SFCC Career Center positions are ONLY for COMMUNITY JOBS, NOT postings for South Florida Community College employment.

SOUTH FLORIDA COMMUNITY COLLEGE IS AN EQUAL ACCESS/EQUAL OPPORTUNITY INSTITUTION
