Receptionist/Clerk – Student Health Services

Student Health Services is seeking hourly individual for our office up to 30 hours per week to interact with patients in person and by phone to determine the service needed and urgency. Duties include making appointments using our electronic medical record, routing patients to the proper professional, answering questions about services, etc.. The position requires excellent interpersonal skills including keen listening skills, problem-solving skills and maintaining sensitivity to the patient's privacy at all times. General knowledge of physician office functions is helpful. Please send resumes to studenthealth@udel.edu